

Minutes – John Cabot Academy Council

Version:	Final	
Meeting Date:	21 October 2020	
Location:	Teams – online meeting	
Time:	4.30 pm	
Present:	Linda Tanner (LT) Kate Willis (KW) Angela Long (AL) Claire Axel-Berg (CA) Dan Nicholls (DN) Alison Evans (AE) Holly Vickers (HV) Neil Ferris (NF) Georgina Tankard (GT) Fiona Thompson (FT) Emilia Fuorvito (EF)	Chair Academy Council Principal Sponsor Academy Councillor LA Academy Representative Executive Principal Sponsor Academy Councillor Student Advocate Academy Councillor Support Staff Academy Councillor Sponsor Academy Councillor Parent Academy Councillor Teacher Academy Councillor
Apologies:	-	
Absent:	Rob Stroud (RS) Scott Raybould (SR)	Sponsor Academy Councillor Parent Academy Councillor
Attendees:	Linda Corbidge (LC) Chris Ballard (CB) Richard Cormack (RC) Kate Searle (KS) Charlotte Grierson (CG) Ali Hood (AH)	Clerk to Academy Council Academy Vice Principal Assistant Principal – Inclusion Assistant Principal – Curriculum and Teaching Curriculum Team Leader for Performing Arts Senior Operations Manager

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by LT.	
2	Declarations of Interest	
2.1	There were no updates to declared interests.	
3	Academy Council Membership	
3.1	LT welcomed Emilia and Alison to their first meeting. It was noted the academy council had full membership.	
4	Minutes of the previous meeting	
4.1	The minutes of the meeting held 15 July 2020 were agreed as accurate.	
5	Matters Arising	
5.1	<ul style="list-style-type: none"> It was noted there were no matters arising which were not dealt with elsewhere. 	

	<p>ACTIONS taken forward</p> <ul style="list-style-type: none"> - Chris Oxeley to attend next meeting to talk about Artsmark – take forward to Term 2 Agenda - Update on staff wellbeing survey – take forward to Term 2 meeting. - KW would arrange for JS to present PSHE – take forward to Term 3 Agenda 	KW
6	Academy Council Report	
6.1	<p>KW shared slides and briefed councillors on the AIP, which this year covered three main areas; Recovery Curriculum; Radical Change and Pastoral Leadership.</p> <p>Actions included</p> <ul style="list-style-type: none"> • a new parent portal on the website, in response to parent voice. Councillors asked if there had been any feedback so far KS said there had been none yet as details were only circulated in the newsletter this week. • Everyone had PSHE sessions for 2 weeks to help with emotions through lockdown. All pastoral staff had been trained in mental health first aid as an additional resource for those who need further support. • Catch up funding was being used towards having the counsellor for 4 days not 3; an extra member of staff who can deliver SEMH intervention and social recovery (sports/arts/academic clubs all still running if differently). • Blended learning • Upskilling the knowledge of pastoral leaders had begun with a 10 week training plan for Zone Team Leaders. Developing knowledge of the wider pastoral team by providing Level 2, then Level 3 Safeguarding training. All are now running emotional trigger courses. • The hub programme established, focussing on KS3, literacy, numeracy and social skills. S.Glos are doing cluster work to try and reduce exclusions in the SEN community; the school were going to try to adopt good practice at Brimsham Green (applied for funding from cluster). KW said the changes to processes had resulted in a large duty rota. Councillors welcomed the activities available, asking what uptake there had been across clubs. KW updated on numbers, commenting that she was aware that data needed to be collected to see whether attendance represented the student body. Councillors asked if year groups had to be separated when in clubs. KW said the risk assessment allowed some mixed year groups. • Councillors asked the timescale for upskilling the Pastoral Team – KW responded that Level 2 would be completed by Christmas, Level 3 by the end of the school year. 	
6.2	<p>KW briefed on highlights from:</p> <ul style="list-style-type: none"> • The Academy Review Visit - The site is as safe as it can be and all measures put in place are working. There is clarity around SLT roles but lack of strategic time as too much duty. • Scrutiny – the academy should continue to review and evaluate the behaviour system. Continue to develop the pastoral roles and improve the provision for disadvantaged students so they make more progress. Also a focus on securing improvement in MFL and Drama. • Councillors asked if there had been any COVID cases. KW said there had been one case; it had been helpful that they had sought permission from parents to send students straight home – they were still working through the 200 remaining students to seek permission. Public Health England had advised not to send the bubble home but to identify close contacts. Staff were doing everything the school wanted of them, also ensuring their knowledge is shared for continuity if 	

	absent. DN commented that there were not currently a lot of positive cases across the Trust although the Bristol infection rate was now rising above other surrounding areas. It was anticipated there would be multiple cases across the Trust.	
6.3	KW had shared the Full Opening Risk Assessment. <ul style="list-style-type: none"> There were no further questions. 	
7	Quality of Education	
7.1	<ul style="list-style-type: none"> See Item 6.2. 	
8	Achievement and Standards	
8.1	<p>Student outcomes</p> <p>KW briefed councillors on Year 11, advising that she had met with all curriculum leaders who were confident they knew how they would cover the curriculum in the time available. All were happy they could swap to remote teaching easily – only music would require a difference in the curriculum. The school were also still waiting for clarification on course work. All curriculum improvement plans were in place, with training this week to link to the new professional development policy.</p> <p>There were just over 10 students in the cohort the school had some concerns around; including 4 who were educated elsewhere, one with very high anxiety not coming into school, one on a part time timetable, three have returned highly disengaged and are finding re-engaging back into school difficult. Five were a bit more wobbly.</p> <ul style="list-style-type: none"> Councillors asked if it would be more difficult if only some of the year group were sent home. KW said there was very comprehensive work on Show my Homework which was used every day in hubs. There had already been success with a member of staff delivering from home. Councillors asked what would happen if exams were cancelled. KW said a very rigorous set of mocks, moderated in full exam conditions were taking place in the second week back in November. This would begin a strong evidence base if Centre Assessed Grades were needed. Councillors asked what would happen if students missed the mocks. KW said this year they would re-sit. DN explained that cancelling exams was a national dilemma as there was not equity across the country particularly between disadvantage/advantaged children; the government were very set on holding exams. DN said that mental health for Year 11s across the country was difficult. The key is catch up; therefore the sooner information is gathered on students the better. Councillors asked if there was an issue with IT for some students, including those who could only access a laptop in the evenings. KW explained that another 75 laptops had been delivered recently. Following surveys with families, KW was reasonably confident that everyone who needs access to a laptop and 4G dongles now had access. All lessons and remote learning on Show my Homework are recorded and available at any time. Councillors asked if staff had the necessary IT to deliver remote learning. KW said there was a concern as they were still waiting for the delivery of webcams. KW raised concern from the exams department at the difficulties of finding exam invigilators. Some councillors offered to help with invigilation. KW advised councillors to apply through the CLF website. <u>ACTION: KW would email the HR contact to councillors.</u> 	KW

<p>8.2</p>	<p>Attendance</p> <p>RC presented highlights from the report which had been shared: It had been a challenging start getting attendance processes into place this year with a lot of new staff; training during INSET would ensure clarity and consistency across year groups. Strengths were the Education Welfare Officer (EWO), continuity and reporting. There had been a high number of Covid symptoms in weeks 2-4 which were just colds with families being cautious and students staying off/having tests. This reduced in the later weeks of term. YTD: 92.8% (89.4% counting x codes – Covid symptoms were not counted in data).</p> <ul style="list-style-type: none"> • DN advised councillors that this was comparative across the Trust i.e. high in first few weeks, fell, but now higher. National attendance had dropped to in the 80s, primaries were suffering less. 92.8% places JCA in the middle of Trust data. From national data, where schools have bubbles out, parents keep other children off. It was important to continue to work with children in school and ensure safeguarding processes are appropriate. • Councillors asked if it was possible to track if children were accessing Show my Homework if they were at home. KS said it was currently partially possible however the academy were hoping to have it running fully by the end of the first week after half term. RC commented that the students had been very grateful for the delivery of 'live' lessons during the recent partial closure of Year 10. 	
<p>8.3</p>	<p>Quality of teaching and learning</p> <p>KS gave an update on blended learning: There had been huge progress with Show my Homework; the focus was on capacity and upskilling teachers in online pedagogy. The aim for remote learning is a full curriculum fully taught and accessible to all students all the time. Barriers were technology, teacher and IT capacity and students who find it difficult to learn independently. Priorities/actions were provision of a complete easy to use curriculum then personalise, refine and deepen.</p> <ul style="list-style-type: none"> • Councillors asked if teacher capacity was concerning? KS explained the support and training to ensure efficiency of time, which was being provided to teachers by their Curriculum Team Leader and KS. • Councillors asked if the school were linking with other CLF schools on Show My Homework. KS said there was use of the CLF Learn Blogs which were only available for core subjects at present. • FT, fed back that quizzes and spelling tests in Geography and History were popular and made a big difference with home learning. <p>CG gave an update on Drama: Drama was an area of concern with low outcomes, particularly for students with disadvantage – the Progress 8 score has been negative for the last 3 years. The challenge with a mixed ability group in GCSE with limited literacy skills in some cases. There had also been had been a number of staff changes. Actions were taken in 2019 to train staff then marks were moderated down in 2019 resulting in negative Progress 8 again. In August 2020 there had been a large mixed ability Year 11 class. Actions going forward were a focus on Y10 and Y11. This included co planning within the team, remote learning/homework, mentoring support, work scrutinies and 1:1 support for students with a literacy focus. CG was confident there would be positive Progress 8 in 2021.</p> <ul style="list-style-type: none"> • Councillors were surprised at the large group of 27 students for drama. CG said that historically successful classes had been below 20; it was difficult to have 27 and was more challenging with an NQT. Councillors asked how many were in the group this year, and if they were mixed ability. CG said there were two mixed ability Y11 groups of 10 and 19 students. 	

	<ul style="list-style-type: none"> CG was exploring the possibility of a vocational BTEC for next year although it was as challenging as GCSE. An RSL Performing Arts Course could potentially be more suitable for students with less ability for written work. <u>ACTION: Councillors requested an agenda item update in Term 4/5.</u> 	KW
8.4	<p>Behaviour and Exclusions</p> <p>CB reported that behaviour had been challenging over the last weeks with systems working for 95% of the time. This was reflected nationally; schools were seeing an increase in physical incidents, particularly in Year 7. There was also more defiance and uptake in drugs/vaping.</p>	
8.5	<p>Pupil Premium Spending Plan</p> <p>CB explained that he was developing a strategic plan over 3 years with the focus to develop a culture in the academy to support disadvantaged students in the school on every level. The pupil premium plan this year would be spent on three clear areas, leadership, curriculum, individual need.</p> <ul style="list-style-type: none"> <i>Councillors asked if the academy would be linking with feeder primary schools for information on disadvantaged students.</i> CB said this was part of the plan as JCA became a more local school intake. KW explained that there had previously been 51 different feeder primaries; from small open tours over the last few weeks, they were now seeing 8 or so key feeders (non CLF schools). This would mean the academy could add pupil premium and disadvantage student information to transition work. <i>Councillors asked what opportunities/support there were for pupil premium students.</i> CB explained the broad ranging opportunities available and the importance of ensuring most disadvantaged students are utilising the resources available, and providing places to develop their culture capital. <u>ACTION: Pupil Premium Spending Plan to be presented at next meeting.</u> <p>Looked after Children</p> <p>CB had shared the CiC Annual Report: <u>ACTION: LT will ask SR to link with CB.</u></p>	CB LT
9	Student Voice/Student Advocate	
9.1	HV said that many students had found returning after lockdown difficult; with some finding the behaviour choices of others at the school difficult to deal with. Generally students were feeling good about the mental health support provided.	
10	Safeguarding	
10.1	<p>KW had shared the Safeguarding Annual Report and briefed council on highlights:</p> <ul style="list-style-type: none"> The report had been good; safeguarding had been effectively led by Phil De Scossa for the past 2 years, in what is a difficult role. The review showed there had been a significant improvement over the last year in the recording of incidents. Moving forwards, the strategic plan is to address peer on peer abuse, hate crimes and continue with the online safety package and provision in place; with a cross over on mental health. Two Key areas - to increase capacity of the team by training SSLs (Student Support Leaders) to level 3 and providing additional admin support. The aim will be to ensure all students feel comfortable disclosing risk as last year safeguarding referrals were not representative of the student body. They would also build up support; include more Thrive training, increased counsellors, increasing mental health training and continuing to work with external agencies. PSHE and MSHE curriculum is the key to ensuring students are 	

	<p>educated appropriately to lead a safe life when they leave the academy and to address localised risk.</p> <ul style="list-style-type: none"> • AL (Safeguarding Link) said she was pleased to see that SSLs were being trained to add additional support as she had met with Phil who had been finding the work overwhelming. CB added that he will also be supporting Phil to manage his workload/time to ensure he is able to do more strategic elements of the role. CB assured councillors that pastoral staff would be trained up quickly. 	
11	Finance, Health & Safety and Estates	
11.1	<p>Finance KW reported that the academy were meeting finance rules, however were finding the supply budget difficult.</p> <p>Estates KW reported that the new 4G astro pitch had been completed with the academy hoping to generate revenue from lettings in January. A lot of work had been completed on the roof with the second half to be completed shortly.</p> <p>Risk Register The register was shared, and noted.</p>	
12	Staffing and wellbeing	
12.1	<p>KW explained the mental health and wellbeing support available for staff, which included the new academy mental health lead, trained by the central team. Staff conversations often included information on support available, including the Employee Assistance helpline. KW said some of good staff wellbeing is a well-run school - very clear communications channelled through the Intranet. Senior staff were mindful of the fact staff were having to teach, do a lot of duty and provide remote learning with support around deadlines/less meetings etc.</p> <ul style="list-style-type: none"> • Councillors asked how staff present felt. HV echoed what KW had said; it had been a tough few weeks but staff were aware of the support available if they were struggling. • Councillors asked if there had been any extra support for vulnerable staff. KW explained that all staff had completed an individual risk assessment before returning in September and support had been put in place on a case by case basis. • Councillors asked how many staff were working from home. KW responded there were very small numbers as almost everybody was needed on site. • Councillors asked if the academy was using supply teachers. KW said there had been a lot more staff movement than normal at this time of year; older staff deciding to retire, long term absences related to Covid. This had resulted in two long term supply and a lot of other supply teachers being used. Councillors asked if this had an impact on behaviour. KW said that it did; most vulnerable students rely on relationships with adults and struggle when they have supply. A second cover supervisor to be recruited after half term would help. 	
12	Policies	
12.1	Councillors noted the CLF Safeguarding Policy.	
13	Governance	
13.1	<p>Visit Reports GT had shared the SEN Link Visit Report. GT had met with Alex since the report. The main concern was that whilst the hub is good it is only funded by EHCPs with no additional funding. Staffing is limited to 4 sessions a day so limited to what can be done. GT said a lot of work was being done with children with EHCPs as the register</p>	

	is big at 123 pupils, but they were not dealing as well with SENK pupils who were underperforming. GT asked what support was being provided for SENK pupils. KW responded that there had been some positives through Covid, with students adapting well to being in bubbles as there was more consistency with staff getting to know pupils better. GT asked if workload was an issue for the SENCO as she was part time and had taken on additional roles. KW responded that there were fewer pupil premium students on the register this year which was different to previously, although this may change. The hub were also now supporting with SEMH work.	
13.2	<p>Training</p> <p>It was noted that councillors had attended the Governance Strategic Review in September.</p> <p><u>ACTION: councillors to complete Governance Essentials Module on Nimble by end of October.</u></p> <p>Link roles – LT said that she would contact councillors separately to discuss link roles to the Academy Improvement Plan. <u>ACTION: LT to contact councillors re AIP links</u></p>	<p>All</p> <p>LT</p>
14	Equality and Diversity	
14.1	None.	
15	Matters for the attention of the Board /COAC	
15.1	None.	
16	AOB	
16.1	None. LT thanked councillors for attending the meeting. Councillors thanked all the staff for the amazing work they are doing.	

The meeting closed at 6.30 pm

Next meeting: Monday 14 December 2020.