

# Minutes – John Cabot Academy Council

**Version:** Final  
**Meeting Date:** 26 June 2019  
**Location:** John Cabot Academy  
**Time:** 4.30 pm

**Present:**

<b>Linda Tanner (LT)</b>	Chair Academy Council
<b>Rob Stroud (RS)</b>	Sponsor Academy Councillor
<b>Steven Harrison (SH)</b>	Parent Academy Councillor
<b>Angela Long (AL)</b>	Sponsor Academy Councillor
<b>Neil Ferris (NF)</b>	Support Staff Academy Councillor
<b>Scott Raybould (SR)</b>	Parent Academy Councillor
<b>Claire Axel-Berg (CA)</b>	LA Academy Representative (tbc)
<b>Sam Shousha-Nady (SS)</b>	Teacher Academy Councillor
<b>Emily Grainger (EG)</b>	Student Advocate Academy Councillor
<b>Sally Apps (SA)</b>	Executive Principal
<b>Kate Willis (KW)</b>	Associate Principal

**Apologies:**

<b>Helen Jaworska-Webb (HJW)</b>	Sponsor Academy Councillor
<b>Ali Hood (AH)</b>	Senior Operations Manager

**Absent:**

**Attendees:**

<b>Linda Corbidge (LC)</b>	Clerk to Academy Council
<b>Chris Ballard (CB)</b>	Assistant Principal
<b>Phil DeScossa (PD)</b>	Academy Designated Safeguarding Lead

## 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>Safeguarding Presentation by new DSL</b>	
3.1	<p>The new DSL, Phil DeScossa, briefed Academy Council on actions regarding Safeguarding.</p> <ul style="list-style-type: none"> <li>The Counsellor was working non-stop on Mondays &amp; Thursdays - a lot of pupils would like to see her and referrals were going up every month. Many students were being supported with low level anxiety and depression; higher levels were referred to CAMHS. Off the Record had been into JCA for the whole of Term 5.</li> <li>Safeguarding incidents were lower in Term 5 than in Term 4; it was noted this had been a short term.</li> <li>From Term 5 every safeguarding incident was being allocated a sub category so everything was now logged correctly. From Term 6 mental health now had 11 sub categories so the team could pinpoint exactly what the mental health concerns are and take action e.g. a focus during safety day. <b>Academy Council asked what training and support had been given to staff regarding the new sub categories.</b> PD explained that the</li> </ul>	

	<p>safeguarding team always allocated the categories to ensure they were consistent.</p> <ul style="list-style-type: none"> <li>• Bullying incidents – there had been 3 in Term 5. PD said he thought the stats were too low and had sent a reminder to staff to record every incident. KW said SLT had investigated this further and identified a training need for pastoral teams to empower them to log incidents. This would take place within the next few weeks to ensure correct recording.</li> <li>• Academy Council noted the number of safeguarding meetings staff had attended and incidents when they had to call 101. PD commented on the good link with PCSOs.</li> <li>• Provision for staff and students – hate crime would be a focus for the future, e.g. SARI – this would complement the PSHE programme. Child Sexual Exploitation (CSE) would be a focus for the Year 7, 8 and 9 Safety Day in July with a CSE officer coming in to deliver workshops.</li> <li>• A safeguarding update with signposting help was circulated to staff weekly.</li> <li>• Copies of KCSIE Sept 18 were handed to academy councillors as a reminder following circulation in September.</li> <li>• Future plans included bringing in agencies for identified areas of particular need e.g. a spike in FGM concerns so they were working through Bristol FGM Risk Assessment with parents. Mental health had been identified as a focus for Year 10.</li> <li>• PD was working through the CLF Safeguarding end of year audit which was under constant review.</li> <li>• <b>Academy Council asked if JCA were networking with other CLF schools on trends.</b> PD explained that he worked closely with Steve Bane, the CLF Safeguarding Lead and Henry Chan, Chair of the Bristol Safeguarding Board.</li> <li>• <b>Academy Council asked if it was difficult working with two different LAs.</b> PD commented that they were different with quicker response times from S Glos.</li> <li>• <b>Academy Council were pleased to hear of the sub categories which had resulted in the closer monitoring of trends and the focussed delivery of PSHE.</b> It was noted that next year Jo Ship would run PSHE and the SEMH programme.</li> <li>• <b>Academy Council asked if safeguarding items were included in the newsletter to parents.</b> PD confirmed they were.</li> <li>• <b>Bullying incidents - Academy Council asked what the average number of bullying incidents there were in other CLF academies.</b> CB advised it was around 20 which was why they had unpicked the bullying tracking at JCA. <b>Academy Council asked if bullying incidents were followed up.</b> CB explained they were regularly reviewed and after 12 weeks reviewed again or closed off. <b>Academy Council further questioned communication with parents, training for supply teachers, consistent definition of bullying across schools and ensuring the academy supported both the perpetrator and the victim.</b></li> <li>• <b>Academy Council asked if there was any risks in the audit where the team required extra resources.</b> KW confirmed they had gone through the audit re actions for the SCR and had resources to address it.</li> <li>• It was noted that Academy Council had been unable to access the Nimble safeguarding training due to technical difficulties since it had been</li> </ul>	
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	<p>introduced in April. <b><u>Academy Councillors were encouraged to either come into the academy or contact the Clerk for further IT help as soon as possible.</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>The Safeguarding Link would arrange to see AH to do a spot check on the SCR.</u></b></li> <li>• KW commented that PD had had a real impact since his appointment in March. <i>(PD left the meeting)</i></li> </ul>	<p>ALL</p> <p>AL</p>
4	<b>Minutes of the previous meeting</b>	
4.1	The minutes of the meeting held 1 May 2019 were agreed as accurate.	
5	<b>Matters Arising</b>	
5.1	<ul style="list-style-type: none"> <li>• DSL name to be updated on website – this had been completed.</li> <li>• Newsletters to Academy Council – Academy Council confirmed they were now receiving the newsletters by email.</li> <li>• Receptionists to be updated with meetings/visitors expected - confirmed this was now being done.</li> </ul>	
6	<b>Academy Council Strategic Working Group Report</b>	
6.1	The SWG reported that during their meeting they had visited lessons which had been followed by a presentation of the KS3 curriculum which had been very useful.	
7	<b>Admissions Policy Working Group</b>	
7.1	<p>The working group reported they had met to discuss if the current Admissions Policy fitted with the direction of the school and possible options for change. The following actions were recommended to Academy Council:</p> <ul style="list-style-type: none"> <li>• <b><u>KW would source local primary admissions data;</u></b></li> <li>• <b><u>KW and Julie Jarrett would meet with Bryony Green at CLF to draft a proposal to bring back to the first meeting in September/October.</u></b></li> </ul>	<p>KW</p> <p>KW</p>
8	<b>AIP Planning for 2019-20, including an introduction to the new Ofsted Framework</b>	
8.1	<p>KW briefed Academy Council on the new Ofsted Framework which had been cascaded down to leaders.</p> <ul style="list-style-type: none"> <li>• The four judgement categories had been changed slightly to Quality of Education; Behaviour and Attitudes; Personal Development and Leadership &amp; Management. There was a significant change to the area of Quality of Education which focussed on Intent, Implementation and Impact. KW explained that there was already a real clarity in CLF about the curriculum; CLF Curriculum Curators had planned the curriculum and the broad level of work would be starting in Term 6. KW said they recognised that there was work to be done to support the new curriculum at the academy; this would feed into the AIP. KW explained the differences to the way inspections would be carried out regarding data and deep dives.</li> <li>• KW explained that the AIP for 2019/20 had been built around meeting need; how to support students to retain and recall knowledge and using data effectively.</li> <li>• <b><i>Academy Council asked what plan there was to seek out the curriculum golden thread.</i></b> KW responded that this would be the result of using data effectively to support students on a learning journey together with effective line management. <b><i>Academy Council asked how the academy</i></b></li> </ul>	

	<p><b>would ensure the teachers were delivering the curriculum correctly.</b> KW responded that Middle Leaders had been in classrooms and knew the standards in their classrooms; they would receive management and support next year to take action where necessary.</p> <ul style="list-style-type: none"> <li>• <b><u>KW requested that Academy Councillors contact her should they have any further comments on the AIP.</u></b></li> </ul>	
9	<b>Academy Council Report</b>	
9.1	<p>Data Review:</p> <ul style="list-style-type: none"> <li>• <b><i>Academy Council asked for the current P8 prediction.</i></b> KW said the prediction was currently -0.34. KW said that she was cautiously optimistic this would improve as 100 papers had been missed in the Mocks and only 2 missed in the exams. English was predicted at -0.08; it was noted that Helen Angell, who leads on English across CLF, think the English Team have been pessimistic in marking.</li> </ul> <p><b><i>Academy Council asked about the new Head of English mentioned in the report.</i></b> KW explained that he had been an examiner for 15 years; following initial observations of Year 10 teaching, he is going to work with teachers to ensure the plan for next year is robust.</p> <p><b><i>Academy Council questioned the reasons for an LAC child not attending many exams.</i></b> Following discussion, Academy Council felt assured that staff had done everything possible.</p> <p><b><i>Academy Council asked what actions were being taken to address the significant gap between PP/Non PP students.</i></b> KW explained that evaluation of interventions and planning for next year was currently taking place. The spending plan would be brought to Academy Council in September for review. <b><u>KW would arrange a time for SH (PP Link) and BT to meet this term to go through the interventions and plan for next year.</u></b></p> <p><b><i>Academy Council asked when the intervention hub was starting.</i></b> KW explained that it had already started on a small scale; a full timetable of interventions would be trialled this term, for implementation in September.</p> <p><b><i>Academy Council expressed concern at the current capacity of SLT following a period of staff sickness.</i></b> KW responded that SLT had the same number of people as previously as two temporary members of staff were supporting with behaviour and teaching and learning. KW was confident that nothing major was falling through the gaps. Sally Apps was in the academy for half day a week to support leadership/zone leaders as agreed. KW added that there was no money next year for additional members of SLT.</p> <p>Attendance:</p> <ul style="list-style-type: none"> <li>• It was noted there had been a drop in attendance as a result of EID.</li> <li>• <b><i>Academy Council questioned actions being taken for persistent absence,</i></b> noting prosecutions took place. KW explained that the academy employed an Education Welfare Officer for one day a week who was having an impact on attendance. (SS left the meeting)</li> </ul> <p>Behaviour:</p> <ul style="list-style-type: none"> <li>• CB explained that with Ready to Learn (RTL) now being fairly consistent and embedded the focus was now on recidivists. Some work needed to be done to maintain levels of consistency. Social time incidents had</li> </ul>	KW

	<p>dropped although this would be a continued focus next year with social charter.</p> <ul style="list-style-type: none"> <li>• <b>Academy Council questioned the high number of supply teachers and asked how this compared to other schools.</b> KW said that it didn't feel that staff absence rates were high. There were 3 long term supply teachers; 2 in Science, 1 in Computer Science and a cover supervisor in PE. Science teachers had been recruited for next year. Term 6 had been more difficult as a result of CLF curriculum curator meetings. KW now met the cover team weekly and authorised absence was tighter. KW was looking at models from other schools, for example all students requiring cover to be taught by an internal cover supervisor as it was felt students responded better to members of staff they knew. <b>Academy Council commented that communication to parents would be important if these changes were made. Academy Council asked if trade unions would agree.</b> KW said that she was not aware of issues in other schools. <b><u>KW would bring other school data to the next meeting</u></b></li> <li>• <b>Academy Council asked what training new staff and supply teachers received regarding pupil needs.</b> KW explained the training process for both new staff and long term supply. Day to day supply were given a booklet explaining RTL; it was noted that sanctions were always reviewed in SLR.</li> <li>• CB said that he was aware that further training was required re consistency re RTL for new staff. KW explained the focus on consistency; Johnny Mailey was now working with teachers on duty cover/registers. <b>Academy Council asked what happened if a duty member of staff was off sick.</b> KW explained it was highlighted in morning briefing; if a gap SLT would try to cover it.</li> <li>• <b>Academy Council asked what had been provided for enrichment this year.</b> KW explained that it had been executed poorly this year for various reasons; based on student voice Year 9 went back into lessons and Year 7 and Year 8 had a PE slot. Plans for next year included one afternoon for the whole school which would be from January to allow for planning.</li> </ul>	KW
9.2	<p>Policy Reviews</p> <p>The updated Accessibility Policy was <b>approved</b> by Academy Council subject to the requested amendment at Point 12 to remove the person's name. <b><u>AH to note</u></b></p>	AH
9.3	<p>Finance, Health &amp; Safety &amp; Estates</p> <p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>• SH (H&amp;S Link) reported that he had met with NF and AH this term; attended the CLF H&amp;S Audit review and attended a H&amp;S meeting on 17 June. SH had looked at a sample of risk assessments. <b>Comments fed back had included the recommendation that risk assessments were reviewed and updated. <u>KW noted the recommendation, adding that she would support PE with re-writing the RAs.</u></b></li> <li>• H&amp;S Audit <ul style="list-style-type: none"> <li>- KW explained that the flagged issue regarding floor space per pupil for science experiments would not be a problem as the science team would be able to use the larger lab for lessons.</li> </ul> </li> </ul>	KW

	<ul style="list-style-type: none"> <li>- Academy Council noted that JCA had received a 'Good' for the audit; H&amp;S was found to be a strength at the academy.</li> <li>• <b><i>NF raised a concern regarding locks being taken off doors which was a cause for concern should lock down occur. NF suggested a tannoy system would help. KW said that she would put a reserve bid in to central fund.</i></b></li> <li>• <b><i>Academy Council asked if there was potential to submit more bids.</i></b> KW explained she had submitted five; KW thought it likely the bid for refurbishment of audio visual and floor in the main hall main hall would be successful as the hall could then be let out. Remaining bids could be successful under H&amp;S.</li> </ul>	KW
9.4	<p>Risk Register</p> <ul style="list-style-type: none"> <li>• <b><u>Academy Council requested that some fire doors not locking during lock down be added as a risk.</u></b></li> <li>• <b><i>Academy Council questioned whether 8 staff leaving and only 2 or 3 joining should be a risk.</i></b> KW assured Academy Council that the reduced numbers would not impact on the academy. <b><i>Academy Council asked if this would result in higher demand for supply teachers.</i></b> KW explained that better use of curriculum time meant there was no expectation there would be higher demand.</li> </ul>	AH
<b>10</b>	<b>Student Voice</b>	
10.1	<p>Safety Days - EG said that students had requested to learn about first aid, sexual assault, using emergency services, peer pressure and gambling via computers. Following comments from previous safety days, it was felt that it was better not to run the day if cover was required rather than experts. Academy Council were pleased to hear that the next safety day in July would be entirely delivered by experts.</p> <ul style="list-style-type: none"> <li>• Supply – getting frustrated with inconsistency of management of lessons. Felt behaviour policy better with normal</li> <li>• Wanted help with revision, KW started already with Y10. Starting to work with Tutor groups/assemblies this term.</li> <li>• Do they feel safe – feel safe, see staff around.</li> </ul>	
10.2	<p>Supply – EG reported that students were getting frustrated with the inconsistent management of lessons by supply teachers - students felt the behaviour policy was more consistent with permanent teachers.</p>	
10.3	<p>Students had requested help with revision – KW explained that this had already started with Year 10 in tutor groups and assemblies this term.</p>	
10.4	<p><b><i>Academy Council asked if students felt safe</i></b> - it was noted that students said they felt safe as they see staff around.</p>	
<b>11</b>	<b>Parent Voice / Parent Engagement</b>	
11.1	<p>KW gave an update on the communications action plan.</p> <p>Parent communications:</p> <ul style="list-style-type: none"> <li>• Twitter was active; a Facebook page had been started with the communications group and the newsletter was popular.</li> <li>• AH was looking at other Apps which would enable parents to book parents evening appointments online.</li> <li>• <b><i>Academy Council asked for an update regarding response to enquiries.</i></b> KW reported that the urgent enquiry response was good. Further to discussions at Parent Forum, a protocol was currently being trialled for</li> </ul>	

	<p>non-urgent enquiries giving staff 5 days to respond firstly by phone, or email. All personalised emails had been removed from the website to ensure communications were no longer sent to email addresses which were not checked daily.</p> <p>Internal communications:</p> <ul style="list-style-type: none"> <li>A staff Intranet page had been created for staff and tutor briefings.</li> </ul> <p><b>Academy Council questioned whether career interview communications would also be included on the page.</b> KW confirmed that they would; communication would be much better plus it would reduce staff workload.</p>	
<b>12</b>	<b>Governance</b>	
12.1	<ul style="list-style-type: none"> <li>Membership – LT reported that a new academy councillor would join from September who would like to take on the SEN Link role. It was noted the appointment was subject to approval at COAC.</li> <li>Training – Academy Council would revisit training in the new term. All members now had access to Teams.</li> <li>Links – <b><u>SH had reviewed the LAC Report. SH would upload the report onto Teams for Academy Council to view.</u></b></li> <li>Chair of Council Report to Councillors on Board matters – none to report.</li> </ul>	SH
<b>13</b>	<b>Matters for the attention of the Board</b>	
13.1	None.	
<b>14</b>	<b>AOB</b>	
14.1	<p><b><i>The Safeguarding Link voiced concern regarding high workload regarding safeguarding and asked if there was capacity to increase the team.</i></b> KW responded that the Safeguarding Team now had additional support with the addition of a deputy to the lead with lower level work also being undertaken by student support leads.</p>	

The meeting closed at 6.55 pm.

**Saturday 21 September 9.00 – 12.00 noon – Board and Academy Council Results and Strategic Review meeting**

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

23 October 2019

18 December 2019

5 February 2020

1 April 2020

15 July 2020