

Minutes – John Cabot Academy Council

Meeting Date: 5 July 2023
Location: John Cabot Academy
Time: 4.30 pm

Present:

Linda Tanner (LT)	Chair of Academy Council
Georgina Tankard (GT)	Sponsor Academy Councillor
Kate Willis (KW)	Principal
Dan Nicholls (DN)	Executive Principal
Angela Long (AL)	Sponsor Academy Councillor
Alex Withers (AW)	Sponsor Academy Councillor
Nigel Eaton (NE)	Sponsor Academy Councillor
Veronica Mastrandrea (VM)	Teacher Academy Councillor
Fiona Thompson (FT)	Parent Academy Councillor

Attendees:

Linda Corbidge (LC)	Clerk to Academy Council
Kate Searle (KS)	Assistant Principal (Teaching & Learning)

Apologies:

Simon Horn (SH)	Support Staff Councillor
Andrea Duignan (AD)	Parent Academy Councillor

Observers King Edwu, Matthew Fincher

Minutes

Item	Description	Action
1	Introduction, Administration and Apologies	
1.1	Welcome and introductions were made. LT introduced King Edwu and Matthew Fincher who were observing as prospective academy councillors.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting.	
3	Governance	
3.1	Membership	
3.1.1	LT thanked Veronica as this was her last meeting due to moving away. Following election, Chris Fuller will take up the role of teacher councillor from September.	
3.2	SWG Meeting	
3.2.1	LT reported on the Strategic Working Group Meeting which included a learning walk to Geography and Science. Councillors observed that lessons were good, and students were on task in lessons seen.	
	Questions from Academy Council	
3.2.2	Is there a problem with the curriculum and/or student engagement? KS responded. We have looked at whether there is too much content. In Geography the issue is lesson structure and too much teacher talk. Students are well behaved but are not engaging.	
3.2.3	What are you going to be doing to address that? I have been into the classroom and given clear feedback and will keep feeding back.	

3.2.4	Are the teachers understanding your feedback? It is fear and teacher development – it is difficult for teachers who have been teaching a long time to change.	
3.2.5	How do you spread the good practice from other subjects e.g., English and Maths? Sharing the good practice is in our AIP next year. Some teams are not in a place to operate at this level and need something else.	
4	Minutes of the previous meeting	
4.1	The minutes of the meeting held 3 May 2023 were agreed as a true record.	
5	Matters Arising	
5.1	<i>Update on AD DBS check</i> The good challenge from councillors has forced us to look at academy councillor compliance. The DBS has been completed.	
5.2	<i>KW will report back on child-on-child incidents with more detail to see if beginning of a trend.</i> This related to one child and Kingswood Park – parents were notified, and the police regarding safety of the park. There have been no incidents recently.	
6	Academy Council Report	
	<i>The SEF, AIP, AIP Summary and Risk Register had been shared.</i>	
6.1	SEF and AIP The SEF and AIP were used as the Academy Report for this meeting.	
6.1.1	KW highlighted: <ul style="list-style-type: none"> • Bullying is not tolerated – will challenge on this. Use of restorative practice for bullying • Attendance at 90.9% is better than Bristol average – the role of pastoral leaders in attendance is in the AIP. • SEN – we are making hub provision more bespoke and focussing on SENK attendance. • Focus on developing leaders. 	
	Questions by Academy Council	
6.1.2	Is the high SEMH need greater post Covid and is there a delay for children receiving diagnosis? Yes SEMH need is higher post Covid; there are a number of students awaiting formal diagnosis. DN responded that the percentage is similar to other areas with a range of need within the 22% SEMH. There is a huge challenge around meeting SEND need which will grow as mainstream schools are expected to meet need. JCA is in the top 3 schools in South Gloucestershire for disadvantage which reflects the change of profile over time.	
6.1.3	Do we expect the need to reduce? We have confidence in the robustness of the SEN Lead decision making.	
6.1.4	There is higher than average EAL – do they automatically go into Reading Recovery? When students with EAL arrive, they are classified into one of two groups, significant need for English or can cope in the classroom.	
	How is staffing for September? How many applied for the DSL role? We are full staffed (teaching), with an expert in Science. The PE teacher vacancy may need to be filled from January not September. A non-specialist has been appointed in English – this is low risk as they are an experienced teacher within a good department. We are interviewing for a Designated Safeguarding Lead (DSL) and have an applicant for a lunch supervisor vacancy. Other roles to be filled are Lead for SEN hub; Science Lead role; Operations Manager role. There are four really good applicants for the DSL role. We are trying to do everything we can to prevent using long term supply as we had to do last year. Quality of supply is low. DN commented on the recruitment and retention crisis in the sector; most CLF schools have some vacancies to fill. Non-teaching recruitment is a challenge and trainee teacher recruitment is extremely low nationally.	

6.1.5	Are there trails for disadvantaged students? Students who underperform are the students who are both disadvantaged and SENK. The main need is SEMH.	
6.1.6	Have you seen benefits from the 'even over' approach this year? Our approach to disadvantage here is teaching really well. This has worked well except for students who are both disadvantaged and SENK. The focus on these students earlier in the school next year is in the AIP for next year by focussing on attendance, pastoral leaders and working more closely with the LA.	
6.1.7	How do we measure how safe the students feel? We are awaiting data from South Glos Survey. The ARV (Academy Review Visit) judged PSHE to be good. <u>ACTION: Add results of S.Glos Survey to next agenda</u>	KW
6.1.8	KW highlighted areas from the SEF which had been shared. <ul style="list-style-type: none"> • Careers , assessed against Gatsby Benchmarks – significant progress made in those areas. One area we want to work on is experience of workplaces. • Well planned tutor time curriculum with clear intent • Enrichment – a wide range of well-planned activities. QA 'd , data checked for uptake; disadvantage represented in offer, SENK not as much. • Leadership development: PSHE teachers, books, pastoral leaders. • Clear vision, curriculum leaders well able to talk about curriculum. • Safeguarding – some areas to work on following audits. • Parent Voice – next communication project is how to give parents' the ability to give feedback with impact. New Bromcom system should help. • Meeting with Somali community. Somali communities are disenfranchised by APPs and online parents' evenings 	
	Questions by Academy Council	
6.1.9	How is staff retention – it seems stable? <u>ACTION: KW will bring staff turnover data to next meeting.</u>	KW
6.1.10	How are you going to give parents the ability to give feedback with impact? We need to listen to what they want. We have a working party moving forward. The underlying theme of the AIP is agency. There has been good work this year on EDI. Regarding agency – will particularly look at EHCP and SENDK /PP students.	
6.1.11	What are the admission numbers? It will be around 180.	
6.2	Quality of Teaching and Learning (Reading and Oracy)	
6.2.1	KS provided information on the Reading and Oracy Strategy and next steps (See paper in meeting folder).	
	Questions by Academy Council	
6.2.2	Who delivers the programmes? Are they all trained in Reading strategy? A teacher and TA run the 3 intervention groups; both are trained.	
6.2.3	Is it varied so that students don't miss out on lessons and how many are in a group? Yes, they are held at different times. There are 8 in a group.	
6.2.4	How soon after they start in September are they assessed and begin the intervention? We hope to have the intervention programme in place by the end of September. FT recommended that for consistency the intervention groups need to be put in place as soon as possible after the students start as they are used to doing this at Primary.	

6.2.5	What budget do you have? At the moment we are photocopying texts, have free books from World Book Day and are applying for two sources of funding to buy books but this will take a while. Our budget for Star Reader and Reading tests are checked by the central team to ensure we are using the budget properly.	
6.2.6	Does their reading test pick up Dyslexia? T The reading test programme gives more detail, the test in Year 9 show dyslexia.	
6.2.7	What about children with slow processing skills? This is not diagnosed through the reading test itself, it is a skill of the SEN team.	
6.2.8	Is the library well stocked? It is well stocked. Councillors are welcome to have a look on the way out.	
6.2.9	Do children go into the library each week to read? We tried it but it didn't work for all. The English team visit in a much more focussed way and students are taken down in tutor time. The library is busy at social times.	
6.2.10	What is happening with oracy? Oracy will be a focus for next year as we are in a significantly better place now for reading.	
6.3	Student Outcomes	
6.3.1	Year 10 mocks are continuing this week.	
7	Safeguarding	
7.1	AL fed back that Safety Day had been very well organised, and a lot of work had gone into it. KW commented that this year the day had been called 'Safety and Pride' Day and attendance had been disappointing at 70%. As a result, the day next year will be arranged differently.	
	Questions by Academy Council	
7.2	How will handover to the new DSL work? Following two recent audits we started to look at roles and responsibilities and have a very comprehensive action plan. There is a thorough understanding of safeguarding in the team and we are confident there will be no issues with handover.	
7.3	Will there be a deputy DSL who isn't also responsible for other roles? We do not have the budget for this; I will add this to my desirable list.	
8	Health & Safety	
8.1	FT hasn't been able to attend health & safety meetings this year. KW reported that a Health & Safety Audit had taken place – health and safety was judged to be 'good' and they had begun to address the areas raised. <u>ACTION: Lynne to attend next meeting to report on health & safety.</u>	KW
9	Staffing, Wellbeing and Staff Voice	
9.1	KW highlighted JCA results from the staff survey (see meeting folder). Areas for development were easily resolved.	
	Questions by Academy Council	
9.2	Are after school staff meetings reducing? The vast majority of staff in the building do not have after school meetings.	
9.3	Are requirements around staff attending appointments clear? Yes, it is in the policy.	
10	Policies	
	Questions by Academy Council	
10.1	Discussion took place on the Mental Health & Wellbeing Policy with councillors providing challenge around the length of the Mental Health & Wellbeing Policy, how the policy is	

	<p>monitored, how long a pupil profile takes, and information received from primary on transition.</p> <p>ACTION: Mental Health & Wellbeing Policy to be re-visited to make it more concise.</p>	KW
10.2	<p>Councillors provided challenge on the Positive Handling Policy</p> <ul style="list-style-type: none"> • Is there a de-brief after an incident so that we can learn from those incidents? KW said this was a good suggestion and would be good practice going forward. • What is the impact for safeguarding? All incidents are recorded in a logbook. We have recently started analysing trends which will be in Safeguarding Reports going forward. 	
10.3	<p>CLF Board and Template Policies noted: Charging and Remissions, Data Protection, Trust Health & Safety Policy, Modern Slavery and Human Trafficking, Treasury Management, Trustee and Councillor Expenses, Safeguarding, First Aid, Positive Handling and Physical Intervention, Whistleblowing.</p>	
11	Risk Register	
11.1	Risk register had been shared. No significant updates.	
12	Matters for the attention of the Board /COAC	
12.1	None.	
13	Any Other Business	
13.1	LT thanked Veronica for her commitment to the academy council and thanked all academy councillors for their support this year.	

The meeting closed at 6.35 pm.

Next meetings:

JCA		
AC1	27/09/2023	5-8pm CLF Board & Academy Council Results Review
AC2	18/10/2023	4.30-6.30pm
AC3	06/12/2023	4.30-6.30pm
AC4	28/02/2024	4.30-6.30pm
AC5	01/05/2024	4.30-6.30pm
AC6	03/07/2024	4.30-6.30pm

Strategic Working Group meetings (8 - 10 am, Board Room at John Cabot Academy)

Friday 6 October 2023, 24 November 2023, 19 April 2024, 14 June 2024