

# Minutes – City Academy Council

**Version:** Final  
**Meeting Date:** 27 September 2017  
**Location:** City Academy  
**Time:** 5.00 pm

**Present:**

Laura Donovan (LD)	Chair
Sherrie Eugene-Hart (SEH)	Sponsor Councillor
Ruth Pickersgill (RP)	LA Councillor
Peter Jefferies (PJ)	Parent Councillor
Jendayi Serwah	Parent Councillor
Azmina Mitha (AM)	Staff Councillor ( <i>from 5.3</i> )
SJ Power (SJP)	Teacher Councillor
Mandy Milsom (MM)	Executive Principal
Jon Angell (JA)	Principal

**Attendees:**

Holly Little (HL)	Academy Business Manager
Ben Tucker (BT)	Senior Vice Principal
Linda Corbidge (LC)	Clerk

**Apologies:**

Sherrie Eugene-Hart (SEH)	Sponsor Councillor
Anna Klimszczak	Sponsor Councillor

**Observers:** Clare Colvin (CC)

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions by LD.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
<b>3</b>	<b>Governance</b>	
3.1	Membership: LD welcomed SJ Power, the new Teacher Councillor and Clare Colvin who would be joining the Council subject to approval at the COAC meeting. Alex Crook (AC), who was unable to attend this meeting, would also be joining the Council subject to COAC approval.	
3.2	Councillor Roles: - Link Councillor roles were agreed for the year as Safeguarding/Children in Care/Attendance – RP; Community – SEH/JS/AC; Pupil Premium /Catch Up Funding – CC; Health & Safety – PJ; Teaching & Learning JS; Finance SJP. LD would follow up SEND link role with SEH/RP and confirm. LD would also contact AK re finance link and her ongoing Councillor role.	<b>LD</b>

	- JA to liaise with RP re Somali representation on the Council.	JA
3.3	<p>Councillor Visits:</p> <ul style="list-style-type: none"> <li>- Council discussed having a councillor immersion day. It was agreed that a schedule should be arranged to give councillors the opportunity for learning walks/pupil voice/AIP priorities/link councillor meetings. Clerk to arrange date to coincide with a council meeting.</li> <li>- In addition councillors should also visit once per term and complete a visit report form available from the Clerk (also on CLiF).</li> </ul>	<p>Clerk</p> <p>ALL</p>
4	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of meeting held 21 June 2017 were recorded as accurate subject to 'resignation' being amended to 'redesignation' at Item 8.	
5	<b>Matters Arising</b>	
5.1	Pupil Premium meeting - as RC had left last term, CC the new PP Link would meet with BT and report at the next meeting.	CC
5.2	Positive messages/news/facts – JA to email to Councillors for use in the community.	JA
5.3	Community engagement meeting – LD would set up a meeting with JS/SHE/JS to move this forward.	LD
5.4	Fire safety talks with students – AM advised that bilingual meetings had taken place in the community. Council suggested the topic could be included across the curriculum. AM would send details of examples of lesson plan info to JA.	AM
5.5	Reading progress update – focus on reading - the reading age of all students was being tested this year. <b>Council requested update at next meeting.</b>	BT
6	<b>Exam Results Analysis</b>	
6.1	BT briefed council on the headline figures from the circulated report.	
6.2	<p>Basics 9-5 (M&amp;E) at 31.1% - happy with the results which compare favourably with other schools;</p> <ul style="list-style-type: none"> <li>- Basics 9 – 4 at 43.4% - drop from last year although this doesn't reflect the huge progress. Fall was due to English which was now 100% exam based.</li> <li>- <b>Council asked if there was anything CAB could have done differently. BT responded that due to the difference in content for Foundation and Higher papers they would aim to place students earlier into the different courses. This year there was also more knowledge of the grade boundaries in English. The psychological impact of more exams had underestimated. Mocks had placed Y10 ahead of Y11 at the same time last year. AM said the 1 hour lessons had resulted in more learning. Council requested an item on the agenda for April next year on pastoral planning around exams.</b></li> </ul>	<p>Agenda April</p>
6.3	Progress 8 score – Maths excellent, English fell due to 100% exam although still second highest P8 figure in the Federation. Overall really pleased with P8 with CAB being 4 <sup>th</sup> in the City. <b>Councillors requested JA to pass on their thanks to the whole staff team at CAB for the excellent P8 results.</b>	JA
6.4	<p>Bucket 2 – this bucket remains the biggest concern. More of an improvement was expected.</p> <ul style="list-style-type: none"> <li>- Science remained a cause for concern. <b>Council questioned the comparison across CLF – BMA/BBA results were good – both were giving</b></li> </ul>	

	<p>support to CAB. <b>Council asked the reasons for the results</b> – BT explained it was a combination of the legacy of a lot of cover teaching for the cohort in the past together with some teachers requiring extra support. An experienced teacher had been recruited for this year.</p> <p><b>Council asked whether students with EAL found the language difficult in Science</b> - JA responded that improvement to pedagogy was the priority, curriculum/cultural relevance would follow. <b>Council requested an improvement plan and presentation from Science at the next meeting.</b></p> <ul style="list-style-type: none"> <li>- Discussion followed on making the curriculum culturally relevant – JA explained the difficulties particularly with the KS4 curriculum. <b>Council encouraged Islamic culture be brought into Science wherever possible.</b></li> <li>- <b>Council questioned the Spanish results</b> – BT advised that he was more confident this year due to the Assistant Principal returning from Maternity Leave to teach Spanish.</li> <li>- <b>Council discussed the change of curriculum next year for languages</b> – BT commented that there would be a challenge around this.</li> </ul>	<p><b>Agenda Nov</b></p>
6.5	<p>Bucket 3 – Positive P8 for these subjects.</p> <ul style="list-style-type: none"> <li>- Council noted that ECDL had helped this year. As this would no longer count next year further improvements were needed in these subjects.</li> </ul>	
6.6	<p>Disadvantaged students – P8 score was positive for this group with an improved picture – disadvantaged students at CAB did better than non-disadvantaged students.</p>	
6.7	<p>Higher Prior Attainers - P8 score for HPA had improved. Students performed well in English and Maths – CAB were beginning to use reading age data to target students.</p>	
<b>7</b>	<b>Principal's Report</b>	
7.1	<p>Attendance – remains a concern. <b>Council emphasised the importance of taking every opportunity to communicate the message that attendance had a huge impact on outcomes.</b></p> <ul style="list-style-type: none"> <li>- Council noted attendance was 92.6% which was higher than last year but still not good enough. <b>Council asked for the reasons why this was not higher.</b> JA said that it was a combination of students not coming back from going abroad (involving safeguarding issues) and family taking long unauthorised holidays. CAB were processing fines to get the message out. <b>Council asked if the new Attendance Officer was making a difference</b> – JA was receiving regular data now, she was new in role and it would take a while to have an effect. CLF were providing support. <b>Council recommended investment/strategic leadership around the important issue of attendance.</b></li> </ul>	
7.2	<p>Ethnicity</p> <ul style="list-style-type: none"> <li>- <b>RP would communicate the good P8 scores for Somali students to the Somali Forum.</b></li> <li>- JA commented that the underperformance of White British HPA students had a bigger impact on P8 score. Overall the P8 score for HPA had improved. P8 score would improve further as Science, Geography and History improve.</li> </ul>	
7.3	<p>Safeguarding – this was now good due to staff training and improved procedures.</p>	

7.4	Teaching and Learning – Council noted a lot of work had gone into reducing workload and increasing feedback in marking.	
7.5	Literacy – a focus this year, with a new Discovery Centre Manager and more reading. <b>Council asked how much was related to subject areas.</b> JA said this would be the next step, the first step was to get a culture of reading in place. BT commented that Y7 and Y8 had all had their reading age tested and every book was colour coded.	
7.6	Behaviour for Learning – CAB had raised the bar this year although there were a small group of Roma students who were a cause for concern. Aisha Thomas and Ben Pearce were working with BCC Roma Support. <b>Council asked if this affected other children’s learning.</b> JA commented it had an effect on some although they were a very isolated community. <b>RP commented on multi agency meetings which were good at working with families. RP said she would feed this back to BCC.</b>	
7.7	AIP/SEF – both first drafts. JA advised Council that attendance would be one of the teacher performance targets this year. <b>LD Invited further comments on the documents to be sent to her email- councillors to look at their linked areas in detail (AIP to be sent with minutes). Council commented that Roma should be specifically mentioned.</b>	ALL JA
7.8	ABM Report – HL briefed councillors on her report: Finance - 16/17 budget requirement was to break even however Full Year Outturn was a surplus of £206000 as detailed. JA and councillors thanked Holly for the excellent work. - 17/18 has a board approved budget with a £58,899 surplus. It was noted this would be used to pay off the ongoing loan repayments.	
7.9	Health & Safety CLF had employed a Health & Safety Manager who anticipated the rating would be good when undertaking the audit in January. HL commented that work had continued to make the building safer. There was a better culture of health and safety. Priorities were now roofing and lighting. <b>Council asked if the solar panels had produced a good outcome.</b> HL responded that they helped a little as CAB were able to buy electricity at a cheaper rate.	
7.10	Staffing - <b>Council discussed the difficulties recruiting to the role of Student Culture Administrator. Council suggested the title of the role may confuse potential applicants.</b> It was noted there were no further problems with recruitment to roles. - <b>SJP commented on some Post 16 staff concerns regarding lack of breaks and travelling to the new Sixth sites. SJP to email MM and feedback issues to Heads of Sixth.</b>	SJP
8	<b>Safeguarding Report from Safeguarding Councillor (verbal)</b>	
8.1	RP commented on the excellent administration of Safeguarding. Use of CPOMs Safeguarding Software by staff could be improved.	
8.2	RP commented that the CLF end of term Safeguarding Report could be improved to take into account the areas councillors monitor such as staff training etc. <b>RP to feedback comments to Steve Taylor.</b>	RP

8.3	RP said that she would make a visit to look at the new pastoral support team this term and report back at the next meeting.	<b>RP</b>
<b>9</b>	<b>Policy Reviews</b>	
9.1	Exclusions Policy – councillors adopted the CLF Exclusions Policy.	
<b>10</b>	<b>Matters for the attention of the Board</b>	
10.1	None.	
<b>11</b>	<b>AOB</b>	
11.1	None.	
11.1	Later note: JA circulated a request after the meeting for Council approval for an additional INSET day on ..... Council approved the request via email.	
	The meeting closed at 7.00 pm	
	<b>Next Meetings</b>	
	<b>15/11/17, 17/1/18, 25/4/18, 13/6/18 – all at 5.00 pm</b>	<b>ALL</b>