

Academy Council Meeting
Held Monday 8th November at 5.00 pm at City Academy, Bristol

Minutes

Present: Laura Donovan (LD) [Chair], Dan Nicholls, (DN), Jon Angell (JA) - Academy Principal, Sherrie Eugene-Hart (SEH), Jendayi Serwah (JS), Ruth Pickersgill (RP), Ryan Castle (RC), Azmina Mitha (AM) and Adrian Dunkley (AD)
Other: Tom McGuinness (TM) – Head of Maths and Science, Kelly Jefferies (KJ) – Head of Humanities, Ben Tucker (BT) – Vice Principal, Holly Little (HL) – Business Manager and Lucy Ware (LW) – Acting Clerk

	Item	Minute	Action by
1	Welcome and apologies for absence	<ul style="list-style-type: none"> i) Open and welcome by Laura Donovan. ii) Introductions iii) Apologies were received from Peter Jefferies and Anna Klimczak, 	
2	Declarations of Interest	<ul style="list-style-type: none"> i) LD declared that she has a new job at the Department for Education. RC works for Teach First, there are members of Teach First staff in City Academy ii) There were no further declarations. iii) LD will ask Wendy Hellin, CLF compliance officer for the annual process and forms, which the Academy Council will need to complete 	LD
3	Heads of Faculty	<ul style="list-style-type: none"> i) LD thanked TM and KJ for attending the meeting. <p>Tom McGuinness - Science</p> <ul style="list-style-type: none"> i) TM has been head of maths for two years and became Head of Faculty for Maths and Science in September 2016 following the restructure. There are a number of problems within the science department, which showed in very poor results in the summer. TM has been looking at 'quick fixes' particularly in year 11, as well as long term solutions. ii) TM gave AC a copy of year 11 coursework (coursework is worth 25%) marks showing Chemistry grades that were extremely poor prior to this year, and much improved Biology grades since September. There is still Physics coursework to be completed. TM is undertaking an important organisation and administration task to ensure that the best marks are submitted – where the best 'planning', 'observation' and 'conclusions' totals can be submitted from the 3 pieces of coursework. This is targeted at sets 3 and 4 and now an additional 23 have passed (C or above) and achieved their target grade. He met with Toni Court from BMA to share her approach to coursework. <i>LD asked whether these were the right students to target specifically or whether the approach needed to be broader for all sets.</i> TM explained that this was a starting point and that underachievement in science GCSE was widespread and this was an intervention to start with. A science teacher who has returned from maternity leave was undertaking intervention on Thursdays and Fridays with targeted students to improve the coursework and specific other interventions. TM is very confident that there will be an increase in science performance. iii) TM has been working hard to raise the profile of science, and it is showing with students really questioning and caring about their coursework marks. iv) TM explained that the second area of focus was Teaching and Learning. There has been an increased programme of lesson sweeps in science, which have shown improved progress for weaker teachers. v) In KS4 there is now a 6 question starter in all lessons – this is helping with student recall which is key in science. vi) There was a student voice activity that showed a lack of confidence in longer answer questions and this is now a focus area. 	

- vii) TM has experienced some negativity in the department but has put plans in place where he is mentoring one member of staff and his 2nd in department in mentoring another member of staff, and those staff members are showing increased enthusiasm and improvements in their teaching.
- viii) There has been a lack of thorough and appropriate planning in Science, evidenced by books which show too much copying and not enough of the students own work, which TM is addressing – the science department and maths department (who are strong in planning) worked together during INSET.
- ix) *RP asked about EAL students and whether the science language is a barrier.* TM said that a member of the English team is working with the science department to address this.
- x) TM has ensured that the classes and setting are now stable, particularly in year 11, to avoid previous issues of some classes being taught by multiple teachers, who could then not take responsibility in performance management for those classes.
- xi) Accuracy of predictions has been an issue, which was poorly managed previously. Mocks are taking place for year 11 next week, there will then be question by question analysis which will then inform planning for lessons.
- xii) The third area of focus is working in collaboration with other schools to build on good practice. Louise Aldrige from CLF has been in to City Academy, there are also now regular head of faculty meetings. The year 11 mocks are the same for BBA to allow moderation across the CLF.
- xiii) *AD asked about how the enthusiasm and excitement that TM shows, will be passed down to his team and to students and then maintained.* TM replied that year 11s have been spoken to in the theatre together about maths, and this will take place emphasising the importance of science. Students are showing more enthusiasm in the classroom. 16 students came to CAB on INSET day to complete coursework. Staff are being encouraged to call home regularly, which happens as standard in the maths department.
- xiv) *LD asked what the biggest challenge is and how he will address science challenges with the lower school.* TM answered – to ensure that lessons are fast paced and exciting for students to ensure they are engaged. LD asked if there was a risk that year 11 results would not improve. TM feels extremely confident that results will improve, and that there is much improved leadership and much higher expectations for all.
- xv) *SEH asked if all staff were on board* – TM explained that there are six science teachers. Two are receiving coaching from himself and the 2nd in department and are positive and open to the coaching and showing improvements. TM is hopeful that the positive changes with some members of staff will start to reflect on the team as a whole.
- xvi) *RP asked about CIAG around science and emphasised the need for it to be clear to students how important gaining science qualifications is for so many popular career paths.* TM explained there is a STEM day for some year 9 girls and there is a STEM club being set up.

Kelly Jefferies – Humanities (Geography & History)

- i) KJ was appointed as Head of Faculty for Humanities from September 2016.
- ii) The first activity KJ undertook was a thorough results analysis as a team. A key area was the poor predictions and this has been a focus moving forwards.
- iii) An AIP for humanities is now in place. An early mock took place for Geography and History. Geography mock marking has been moderated by an external school and the history mock marking moderation is in progress.
- iv) Geography and History coursework (worth 25%) grades have been good, however too much time in lessons has been spent on the coursework, meaning that not enough time has been spend focusing on exams. KJ has now ensured that no more time is spend on coursework in lessons, and that a plan is in place for students that need to complete coursework, out of lesson time.
- v) There are now links with a school outside of the CLF, to share best practice. Specifically a link has formed with Churchill School and JM and KJ will visit there shortly and hope to focus on marking as well as other areas. The SLE (Specialist Lead in Education) for Geography will visit CAB.

		<p>vi) In the marking scrutinies that have taken place, weaknesses in marking have been highlighted. KJ has reviewed all subjects marking policies and ensured that books are marked in a timely manner. This has meant an increase in marking for teachers, however KJ feels that staff need to be marking in a more productive and targeted manner to increase efficiency.</p> <p>vii) <i>LD asked if learning sweeps also incorporate checking books</i> – KJ answered yes.</p> <p>viii) <i>LD asked if there is a concern about the teaching and learning within Geography and History.</i> KJ answered yes, particularly in Geography, but there are policies and procedures being put in place to ensure that there is a drive on teaching and learning and standards are being improved. KJ feels that staff understand the ‘why’.</p> <p>ix) KJ will now implement a question level analysis process to better assess the strengths and weaknesses to inform year 11 planning.</p> <p>x) BT feels that CAB has two strong leaders in TM and KJ who are prepared to have the difficult conversations that are needed to move the departments’ forwards.</p> <p>xi) JA feels confident that when the HMI visits this time, he will see a huge difference in the quality of conversations that he experiences and be confident in the plans that have been put in place.</p> <p>xii) LD thanked TM and KJ for their hard work and looks forward to hearing updates during the year.</p>	
4	Minutes of previous meeting	<p>iv) The minutes from the previous meeting on 20th September were approved.</p> <p>Actions carried over</p> <p>v) Attendance reports – AC decided that they would like to receive the black box for attendance at the end of each half term. LW to send</p> <p>vi) Community Forum – JS and SEH to meet and feedback to be given at next AC meeting</p>	<p>LW</p> <p>JS/SE H</p>
5	Principal’s Report and Financial Update	<p>i) The AIP, SEF and Risk Register were sent electronically to the AC prior to the meeting.</p> <p>AIP</p> <p>ii) AIP – The AIP consists of 14 areas of improvement, with actions, success criteria and tracking. JA updated AC on any areas of the tracking within the AIP that were coded amber or red at the end of term 1. JA will send updated version. Questions from AC as follows:</p> <p>iii) <i>LD asked does the Ofsted Questionnaire give us the answers we need regarding parent voice.</i> JA feels that it does, but we also have good contact with parents through the work of our family support officer as well as groups such as the Somali parent group</p> <p>iv) <i>SHE asked does the CPD impact on the retention of staff.</i> JA felt as though this couldn’t be directly attributed but staff highly value both the individual CPD and the staff training they receive, and that there were ample opportunities for staff to leave during the restructure and the majority of good teachers did not wish to leave.</p> <p>v) The use of PP funding of the pastoral team needs to be clearer – BT to discuss with RC</p> <p>vi) There were key areas were further action needed to be taken and JA will continue to update LD on this in their regular meetings:</p> <ol style="list-style-type: none"> Pastoral Team – there is some instability with the new Snr HOH leaving at the end of term and the attendance officer also leaving. RP will pick up with AT during her next meeting to monitor the changes and the potential impact on safeguarding/pastoral care. Attendance concern – monitoring of year 7s that didn’t arrive is complete but this will impact on the data. The impact will reduce over the course of the year. Homework – processes around this are still not embedded into schemes of work, there is no analysis yet. Numeracy work is on hold due to the need of the HOF to focus on maths and science in the first instance. 	<p>JA</p> <p>BT/RC</p> <p>RP</p>

		<p>Risk Register</p> <p>vii) The Risk Register shared is an initial draft. RP questioned the amount of empty boxes. JA updated that this is a working document which JA and HL are working on, and suggested that JA and LD look at during their next meeting and present to the AC in January. The academy adds its own risks and mitigations and the aim is that the council will use this as a resource going forward.</p> <p>viii) DN updated AC that there are risks which are board level and executive level which the AC cannot control but the AC needs to ensure they are aware.</p> <p>Finance</p> <p>ix) HL shared the top page of the budget for 2016-2017, showing a board approved break even budget, although HL is confident that there will be a surplus delivered.</p> <p>x) HL is still working to identify where money is being spent</p> <p>xi) HL feels that staff are much more aware and on board with saving money, particularly in areas such as photocopying</p> <p>xii) For every staff change, HL works with SLT to identify if there can be a cost saving without affecting students</p> <p>xiii) <i>LD asked about the EFA repayments.</i> CAB is not yet repaying the EFA loans this year, but it has been budgeted to be repaid over the next 4 years.</p> <p>xiv) 606 students have been budgeted for this year which is correct, with 636 budgeted for next year which SLT believe is realistic. There was a discussion with council members about the impact of free schools that may open within the city.</p> <p>xv) We have a high level of income from our commercial activities include sport hire, venue hire and catering.</p> <p>xvi) <i>RC asked about where pupil premium funding was recorded.</i> It was agreed that RC would pick this up with HL and BT after the meeting.</p> <p>xvii) JA wished to thank HL for her work on ensuring an accurate and accessible budget is available</p>	<p>JA/HL</p> <p>RC</p>
6	Academy Council Feedback	<p>Pupil Premium</p> <p>i) RC thanked BT for meeting with him and praised the lack of PP gap. He explained there was a comprehensive plan in place.</p> <p>ii) RC met with BT regarding PP funding and made improvements to the PP planning. RC feels that he needs a set of KPI figures to ensure he can hold SLT to account. The new PP document is available on CABs website. RC and BT will work on a second document with further information.</p> <p>iii) RCs visits to CAB will focus on humanities given RCs background.</p> <p>iv) RC will arrange to meet HL for a PP finance meeting</p> <p>Safeguarding</p> <p>v) RP held a fact finding meeting with AT</p> <p>vi) RP will look at a way to triangulate that information</p> <p>vii) RP felt confident in what AT told her</p> <p>viii) RP felt there is a high number (248) of children who are being monitored, which creates a large workload for staff, and needs to investigate to ensure we are focusing on the correct children.</p> <p>ix) RP and AT discussed the SCR, training, attendance, PSHE and the rigour of reporting and the new CPOMS system.</p>	<p>RC/HL</p> <p>RP</p>
7	Other Items	<p>i) There is 1 vacancy on the AC for a sponsor appointee – please let LD know if you know of anyone who may be suitable</p> <p>ii) Ruth Pickersgill needs a new DBS – LW to arrange</p> <p>iii) Ryan Castle has subscribed to the DBS update service and will send LW the number</p> <p>iv) LD will share the new scheme of delegation with the AC</p> <p>v) LD will share details of a new portal and how AC can access.</p>	<p>LW RC</p> <p>LD LD</p>
8	Date of Next Meeting	<p>i) AC agreed that the next meeting should take place in January, and that Mondays were a convenient day. LW will send a poll to members to find a convenient date</p>	<p>LW</p>

9	Any Other Business	i) None	
		The meeting finished at 7.20pm	