

**City Academy Council Meeting**  
**Monday 23 January 2017 at 5.00 pm**  
**Venue – City Academy**

**Version:** *Final*

**Present:** Laura Donovan (LD) Sponsor Appointee Councillor (Chair)  
 Sherrie Eugene-Hart (SEH) Sponsor Appointee Councillor  
 Ryan Castle (RC) Sponsor Appointee Councillor  
 Ruth Pickersgill (RP) LA Representative Councillor  
 Peter Jefferies (PJ) Elected Parent Councillor  
 Jon Angell (JA) Academy Principal  
 Dr Dan Nicholls (DN) Executive Principal (CLF)

**Attendees:** Ben Tucker (BT) Assistant Academy Principal  
 Holly Little (HL) Academy Business Manager  
 Linda Corbidge (LC) Clerk to Academy Council

**Apologies:** Jendayi Serwah (JS), Adrian Dunkley (AD), Anna Klimsczak (AK)  
**Absent:** Azmina Mitha (AM)

**Minutes**

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Open and welcome by LD.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no changes to declared interests.	
<b>3</b>	<b>Minutes of the Previous Meeting</b>	
3.1	The minutes of the meeting held on 8 November 2016 were recorded as accurate.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<i>Councillor DBS information required for RP and RC (LW) – RP/RC confirmed their DBS information had been provided.</i>	
4.2	<i>Pupil Premium finance and further info for website (RC) – <b>taken forward</b></i>	<b>RC</b>
<b>5</b>	<b>Governance</b>	
5.1	<b>Academy Council membership/training</b> – LD encouraged councillors to attend appropriate training from GDS training courses which had been circulated. Councillors asked to receive the staff bulletin and expressed an interest in attending the staff training conferences (Summer Conference - Friday 7 July). <b>Clerk to contact Wendy Hellin.</b>	<b>LC</b>
5.2	<b>Chair of Council report to Councillors on Board matters</b> – There was nothing of note to report, <b>LD would circulate the notes to councillors.</b>	<b>LD</b>
5.3	<b>Feedback from Councillor meetings / visits:</b> <b>Community Forum:</b> <ul style="list-style-type: none"> <li>• SEH had met with JS and JA to discuss the way forward re community engagement.</li> <li>• Next steps were to collate collective contacts, including Roma an under represented group; meetings to be held 4-6 times a year with first meeting next term and to increase representation on the Academy Council for Roma/Somali;</li> </ul>	

	<ul style="list-style-type: none"> <li>Success measures were discussed – these would include better community understanding of City Academy; increased communication and accessibility; higher admissions and becoming the school of choice in the area. <i>(DN joined the meeting)</i></li> </ul> <p><b>Pupil Premium:</b></p> <ul style="list-style-type: none"> <li>RC had arranged a meeting with BT for later this term. DN recommended a recently circulated PP document – <b>BT would email this to RC.</b></li> </ul> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>RP had arranged to meet with Caroline Jewson, the Safeguarding Admin Assistant for a whole day during Half Term – this would include preparation for the annual safeguarding audit due in February. RP would return for a visit to see the students. <b>RP to report at the next meeting.</b></li> </ul> <p><b>Chair/Principal meetings:</b> LD had met with JA to discuss finance/staffing and data.</p> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>PJ had attended the H&amp;S Committee meeting earlier that day and met HL to discuss health and safety following a recent H&amp;S audit of ‘inadequate’. HL reported that an action plan was now in place, with at least 50% of actions already completed, including a new H&amp;S Policy, ongoing risk assessments, and appropriate compliance documents for staff.</li> <li>Fire procedures and policy had also been updated.</li> <li>Councillors discussed the lock down procedures in place, frequency of H&amp;S and fire policy reviews and the timeline for compliance. HL assured councillors that progress was ongoing and all high risk areas would be completed this academic year.</li> </ul> <p><b>Learning Walks</b></p> <ul style="list-style-type: none"> <li>Councillors requested a process for arranging visits. <b>Councillors to contact Lucy Ware – JA will discuss the procedure with LW. LD will circulate the Learning Sweep Policy.</b></li> <li>SEH commented that the learning sweep she had attending that morning had been positive generally with a great Spanish and Maths lesson.</li> </ul>	<p>BT</p> <p>RP</p> <p>JA LD</p>
<p><b>6</b></p>	<p><b>Education Report</b></p>	
<p>6.1</p>	<p>Progress Data years 7 – 10 and Year 11 – BT briefed councillors on main areas:</p> <ul style="list-style-type: none"> <li>Progress 8 score of -0.19</li> <li>Bucket 1 - Strong English and Maths – Raise showed Maths progress was in top 9% of the country; basics good at 55%; one area which required improvement was English and Maths Higher Prior Attainers (HPAs) and disadvantaged HPAs – increased focus on these areas.</li> <li>Bucket 2 – Science/Humanities/Languages – in bottom 10% for Science and Humanities; Languages was in top 1% due to students taking subject in own language; increased Spanish for EBAC compliance.</li> <li>Open Bucket – average of -0.3</li> <li>Predictions were that Progress 8 score would improve this summer. More students were now doing 2 sciences.</li> <li>Happy with English and Maths although more resilience was needed due to the new number grading system. Predicting 15% Grade 5 and above in basics (E&amp;M).</li> <li>Science and Humanities – BT explained the improvement plan in place for science and reassured councillors that he was confident Science results would improve. Councillors discussed EAL impact on science/humanities subjects. BT advised they were working on increasing expectations for these subjects. <b>RP to do EAL sweeps with Marcin.</b> Discussion took place on teaching standards in Science and Humanities with BT advising that both subjects were making progress. LD had talked to students who said that science was fun. <i>Councillors suggested training around curriculum relevance for EAL students. JA was currently working on the new curriculum and would bear this in mind.</i></li> </ul>	<p>RP</p>

	<p>Councillors asked if CAB teachers were experiencing outstanding practice from elsewhere – BT explained that the Head of Maths was working with Bristol Met, and the SLE for science was visiting fortnightly; both Humanities and History teachers were accessing outstanding teaching at schools outside of the Federation. <i>Councillors recommended that Science should look at outstanding practice outside of CLF.</i></p> <ul style="list-style-type: none"> <li>• Discussion took place on data analysis and moderation across CLF for the new assessments, including ensuring parents understood ARE and what their child needed to do next. Lessons had been learnt from the Primaries in the Federation who were ahead on ARE. BT had met with the Somali Parent Group and the results would inform a review of the reporting system. Councillors were reassured by the moderation process across CLF which involved the same themes with over 1000 students.</li> <li>• Councillors commented on the disappointing Post 16 results. It was noted that City Academy Council was responsible for the T&amp;L in Post 16 lessons. JA commented on the good practice and upward projections being seen. DN had conducted a Post 16 Learning Walk earlier in the day as part of a review and commented that this had shown good practice. BT said they needed to get the message out at open evenings that CAB Post 16 was now part of CLF.</li> <li>• <b>Councillors requested that data analysis for Years 7-10 be circulated before Half Term.</b></li> </ul>	BT
<b>7</b>	<b>Principal's Report</b>	
7.1	<p>AIP – JA briefed councillors on red/amber ragged areas:</p> <ul style="list-style-type: none"> <li>• Curriculum design was currently with the Extended Leadership Team (ELT) and staffing commitment for Post 16 was now known;</li> <li>• Attendance on courses – confident all ELT were attending some CPD;</li> <li>• Literacy plan – launched in science, long term need to keep up momentum – <i>Councillors asked how impact would be measured</i> – BT responded by learning walks/books;</li> <li>• Numeracy – was slightly behind due to staffing issues;</li> <li>• Vulnerable groups – difficulty obtaining reliable data re new measurements at present; focussed learning sweeps were taking place; 2 x staff were focussing on boys' achievement;</li> <li>• Mastery/HPA students – Student Voice shows HPAs were engaged; no data available yet.</li> <li>• Attendance – this was the biggest concern as there were high levels of sickness; below 90% last week across year groups. There had been problems with the heating, cold weather and the students were not the most resilient of groups. Discussion followed on building resilience - some had been done. Expectations were being reinforced in LF - punctuality had improved. Difficulties included persistent absentees and a change in attendance personnel. <b>Councillors suggested the Community Focus Group could help – SEH/JS to take forward. JA would also talk to the Parent Group.</b></li> <li>• DN advised members of a wider focus and feedback strategies on T&amp;L from CLF – <b>DN would send report to AC.</b></li> </ul>	SEH/JS JA DN
7.2	<p>Pastoral structure update</p> <ul style="list-style-type: none"> <li>• JA advised that the pastoral roles were being looked at due to lack of capacity in the current structure.</li> </ul>	
<b>8</b>	<b>Safeguarding</b>	
8.1	<p>Report from Safeguarding Councillor:</p> <ul style="list-style-type: none"> <li>• RP to contact Sue Coombs who was the IAB Safeguarding lead. <b>Report taken forward to next Council meeting following review meeting with Safeguarding Administrator;</b></li> </ul>	RP
8.2	Issues/concerns – none to report.	

<b>9</b>	<b>Academy Business Manager's Report</b>	
9.1	<p>HL briefed the meeting on headlines from the report:</p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Forecasting break-even – HL confident that spending forecast and budget was now accurate;</li> </ul> <p><b>HR and Wellbeing</b></p> <ul style="list-style-type: none"> <li>One long term sick</li> <li>A lot of work had been undertaken on short term absence.</li> <li>There had been a high turnover of staff last year due to the workforce reform - councillors asked if there was a retention plan – BT responded that opportunities and training were used to keep staff.</li> </ul>	
<b>10</b>	<b>Risk Register</b>	
10.1	Risk Register had been circulated. HL/LD/JA had met to look at the Risk Register. JA briefed the meeting on strategies in place to improve all risks.	
<b>11</b>	<b>Other Business</b>	
11.1	<p>Whitehall Athletics Track:</p> <p>Due to lack of maintenance on the 8 year old pitch, a maintenance plan was now required until replacement in 25 years – total cost was £72K per year. Detailed costs and income from clubs for use of the pitch were circulated. Some clubs would need to have their costs increased. <b><i>Councillors agreed the pitch was needed and suggested approaching the LA (re Obesity Project), Bristol Rovers/City football clubs and UWE for funding support.</i></b></p>	HL/JA
11.2	JA advised councillors that as part of changes within CLF, he was now managing CLF Engage in addition to City Academy. This meant Engage governance now fell under the City Academy Council. <b>A presentation on Engage to be on the next meeting Agenda.</b>	
11.3	Further to data being released across the country, DN said that he was pleased to report that CAB had a Progress 8 Pupil Premium score of -0.19 and was 12 out of 68 schools in Avon.	
<b>12</b>	<b>Date of next meeting – Monday 6 March 2017</b>	
	The meeting closed at 7.30 pm	