

Minutes – City Academy Council

Version:	<i>Final</i>	
Meeting Date:	15 November 2017	
Location:	City Academy	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP)	LA Councillor (Acting Chair)
	Sherrie Eugene-Hart (SEH)	Sponsor Councillor
	Jendayi Serwah (JS)	Parent Councillor
	SJ Power (SJP)	Teacher Councillor
	Mandy Milsom (MM)	Executive Principal
	Jon Angell (JA)	Principal
	Dan Nicholls (DN)	Executive Principal
Attendees:	Ben Tucker (BT)	Senior Vice Principal
	Linda Corbidge (LC)	Clerk
	Tom McGuinness (TM)	Head of Maths & Science
	Kelly Jefferies (KJ)	Head of Humanities
Apologies:	Laura Donovan (LD)	Chair
	Azmina Mitha (AM)	Staff Councillor
	Peter Jefferies (PJ)	Parent Councillor
	Anna Klimsczak (AK)	Sponsor Councillor
Observers:	Clare Colvin (CC)	
	Alex Crook (AC)	

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by RP.	
2	Declarations of Interest	
2.1	None.	
2.2	Annual Declarations of Interest Returns were completed by those present.	
3	Science and Humanities	
3.1	In the light of the last year's results and previous issues raised in a Science presentation, CAB had requested a presentation on improvement plans from the Faculty Leaders of Science and Humanities as these were subjects of concern. BT introduced Tom McGuinness who led Maths and Science and Kelly Jefferies who led Humanities and RE. Maths and RE were both strong subjects at CAB (Maths P8 at +0.47 which was second highest in CLF, RE had good results at 70% A*-C).	

3.2	<p>TM advised the meeting that Y11 was a diligent cohort. Actions taken to raise the profile in Science and help students retain information from Year 10 included:</p> <ul style="list-style-type: none"> • a launch at the beginning of term, with a free revision guide; change of lesson format re extensions; revision sheets issued weekly from guide. • Mocks were currently taking place – these were the same across CLF to enable QA/accurate data. CABC asked how soon TM would expect to see impact. TM responded after the February Mocks. • Previously 4 large sets for Science – now extra set so smaller classes at 22-25, with space now to do practicals. • Science Teachers were now observing same level sets in Maths which enabled them to see the students being challenged. • Subject specialism support by CLF including lesson observations in Y10 and Y11. • Confidential item (See Confidential Minute) • CABC asked if anything else could be done to support with Science. TM responded that the Science team expectations of students were too low – Will Davies the external support would help by co-teaching lessons. Another member of staff would be recruited to replace the member of staff leaving at Easter, although CABC commented on the possible difficulty of recruiting good staff at that time of the year. CABC asked about teacher morale regarding other teams observing their teaching – TM responded that they liked it and needed to challenge themselves more. SEH praised TM for all the hard work that he had done and asked whether there was any further support the Academy could provide. 	
3.3	<p>KJ outlined the actions she had taken since taking on the role of Head of Humanities, this included:</p> <ul style="list-style-type: none"> • Teachers now had more accountability for results as they taught the same students from years 9-11; • Focus on planning/differentiation/challenge in Geography and History • New Humanities KS3 curriculum with teachers teaching Geography, History and RE. All except one member of staff were now specialists teaching at KS4. • Further support included Federation Network Sessions for Geography and History and after school (period 7) sessions with almost full student attendance; new marking policy; group planning meetings; revision resources and team day on a Saturday looking at positive team culture. • Mocks were taking place, moderated across CLF to ensure accurate data and interventions. • Performance reviews/honest feedback on teaching. • Discussion took place on moderation of observations and for how long teachers were observed. • CABC asked if parents had been offered support with the new GCSE grading. CABC noted this was offered at Y10 and Y11 parents' evenings with no interest. Gradings were explained clearly on the reports to parents. CABC commented on the importance of finding ways to encourage parents' attendance and involvement. • CABC thanked TM and KJ for attending. <i>(TM/KJ left the meeting)</i> 	

4	Governance	
4.1	<p>Membership:</p> <ul style="list-style-type: none"> • JA advised councillors that Laura Donovan was stepping down as Chair due to work commitments and that Ruth Pickersgill had been nominated by the Trust Board to become Chair of Council (subject to interview). Councillors requested that Laura be sent flowers as a token of their appreciation for her work and commitment as Chair of Council. Clerk to liaise with LW on this. • It was noted that Clare Colvin and Alex Crook's councillor appointments would be presented for approval at the COAC meeting on 23/11. 	LC
4.2	<p>Councillor Roles:</p> <ul style="list-style-type: none"> - SEND Link was confirmed as RP, Community Link as SEH. 	
4.3	<p>Councillor Visits:</p> <ul style="list-style-type: none"> - Visit Report Forms – RP emphasised the importance of termly visits and the completion of visit forms to enable reporting back to council (form for completion attached to minutes – also available on CLiF). - Councillor Training – details of councillor training sessions taking place on 21/11 had been circulated – SEH and AC attending. 	ALL
4.4	<p>Chair of Councillor Report to Councillors on Board matters:</p> <ul style="list-style-type: none"> • RP recommended that all CAB members looked at the presentation which was given at the Councillor Strategic Day (attached to the minutes). • CAB priorities need to reflect the wider CLF agenda. One of the main priorities for CLF and CAB was attendance – this was citywide with Bristol being 150th in the country. Other priorities were Secondary Black Caribbean attainment, boys' reading and writing; HAPs; staff wellbeing and workload. Detailed breakdown of last year's attendance by PP, HAP, gender and ethnicity requested for next agenda. 	JA
5	Minutes of Previous Meeting	
5.1	The minutes of meeting held 27 September 2017 were approved subject to Sherrie Eugene-Hart being deleted from attendee list and Steve Taylor being amended to Steve Banes at Item 8.2.	
6	Matters Arising	
6.1	Community Engagement – JS and SEH presented a paper with recommendations for community engagement. These included a launch event towards the end of January to showcase and re-establish the school in the community. JA/SEH/JS to discuss further.	JA/SEH/JS
6.2	<p>Reading Progress update requested:</p> <p>BT explained the higher focus on reading across the Academy. This included Accelerated Reader in years 7, 8 and 9, 10, 10 minutes reading each morning, competition and Year 10 strong readers working with Years 7 and 8. Re-testing was taking place in December. BT was thinking about adjusting the timetable for next year to increase reading. DN commented on the need to ensure reading progress was maintained. RP asked if the results were fed back to feeder primary schools or if any joint work during the summer transition could take place if any of them had particular issues.</p>	BT

	This would need to be handled very sensitively. CABC requested breakdown of data by school/gender/ethnicity/EAL data for the next report.	
7	Pupil Premium Grant Impact & Year 7 Catch-up Premium Reports & Analysis	
7.1	<p>CC reported on her link visit with BT which had taken place the previous week:</p> <ul style="list-style-type: none"> • CC had noticed the Academy had been very calm; • CC had met with key leaders to discuss PP; • Accelerated Reader was linked to Y7 Catch Up Funding; • Formal analysis of data would be reported at the next meeting. • HAP PP were a target group – CC had gone through the 18 key questions produced by Sir John Dunford. • Impact Report 2016/17 and Action Plan 2017/18 for PP and Y7 Catch Up Funding were now on the website. CABC requested the reports be presented for discussion at the next meeting. 	BT
8	Principal's Report and Appendices	
8.1	<p>JA briefed CABC on highlights from his report: CLF priorities/Academy priorities were:</p> <ul style="list-style-type: none"> • Outcomes: Y11 Mocks were taking place. Data would be moderated across CLF and reported to CABC in Term 3 along with actions taken. • CABC discussed the numbers on roll and the transient mobility throughout all year groups. RP asked about the breakdown of those no longer on roll – how many were PME (Pupils Missing in Education), did not arrive, moved to other schools. JA responded that all those groups were represented in the term 1 figures. • Attendance was the biggest issue at CAB although this was slightly above last year. Staffing issues in the attendance team had contributed to this, although CLF had been supporting. The CLF member of staff would now be based at CAB and become the CAB Attendance Officer for this year with a higher profile role. CABC recommended emphasis on key impact messages around attendance and its relation to attainment. JA responded that this was already done within letters home/newsletters etc. Update to next meeting. 	JA
8.2	<p>Safeguarding:</p> <ul style="list-style-type: none"> • JA reported that training was ongoing, ensuring all staff were trained. Additional staff have been trained to DSL level. • There were a huge number of safeguarding incidents reported at the Academy this term – up by 62. Discussion followed on the reasons for the increase – JA commented that this included austerity and some heavy cases. • Extra funding was being allocated to increasing the capacity of the DSL by recruiting a part time Safeguarding Officer (internal recruitment). CABC recommended care on the appointment ensuring the person recruited was suitably experienced in safeguarding procedures. 	
8.3	<p>Quality of Teaching:</p> <ul style="list-style-type: none"> • JA reported that this continued to require improvement. • Actions were ongoing, including lesson sweeps/observations and ongoing support for teachers; • Two teachers were on pre-capability. 	

	<ul style="list-style-type: none"> CABC requested a report/presentation on T&L at the next meeting. 	JA
8.4	<p>Behaviour:</p> <ul style="list-style-type: none"> JA reported that behaviour in lessons was good. The Academy had 15-20 extremely challenging students. Various strategies had been tried to engage the students but they were not making a difference. This term had been particularly difficult. CABC asked what further actions were being done. JA explained the students would not be permanently excluded however it was likely some would be moved to other schools. RP mentioned the multi-agency LA Roma Strategy Group and asked if it was having an impact – JA commented that he had not yet seen any impact resulting from the group. SJ commented that this term staff felt something was being done following a meeting held by the Behaviour Lead. 	
8.5	JA advised that Mel Saunders, the Examinations Officer, would be retiring at Christmas, after 35 years at the Academy. CABC agreed that something special should be arranged to celebrate the long service.	
8.6	<p>ABM Report (H&S/Finance/estates) - JA briefed CABC on highlights from the report:</p> <ul style="list-style-type: none"> Finance was good, although astro turf was the biggest risk as the original drainage had not been put in place properly. As a result there would be a loss of income until February whilst this was corrected. This would also impact on education around lunchtime activities. Full report would be circulated with the minutes. 	
8.7	Policy reviews – CLF Exclusions and Health & Safety Policy – CABC noted the CLF updated policies.	
9	Safeguarding Report from Safeguarding Councillor (<i>verbal</i>)	
9.1	<p>Safeguarding Councillor Report:</p> <ul style="list-style-type: none"> Termly safeguarding report has previously been circulated RP was visiting this term to meet with the pastoral team. RP would also visit in relation to her link role for LAC and attendance. <p>Reports to next meeting.</p>	
10	Matters for the attention of the Board	
10.1	None.	
11	AOB	
11.1	CABC agreed to have a pre meeting (with councillors and Exec member only in attendance) prior to the Council meeting in order to prepare questions on the Principal's Report. The pre meeting would start at 5.00 pm, with the main meeting following on at 5.30 -7.30 pm. Councillors to pre read papers/prepare questions.	ALL
12	Next Meetings	
12.1	17/1/18, 25/4/18 (and Councillor Immersion Day), 13/6/18 – all at 5.00 pm	ALL
	The meeting closed at 7.10 pm	