

Minutes – City Academy Council

Version:	<i>Final</i>	
Date	13 June 2018	
Location:	City Academy	
Time:	5.30 pm	
Present:	Ruth Pickersgill (RP)	Sponsor Councillor (Chair)
	Jon Angell (JA)	Principal
	Peter Jefferies (PJ)	Parent Councillor
	Clare Colvin (CC)	Sponsor Councillor
	Alex Crook (AC)	Sponsor Councillor
	Leon Tikly (LT)	Sponsor Councillor
	Dan Nicholls (DN)	Executive Director of Education - CLB
Attendees:	Ben Tucker (BT)	Vice Principal
	Pippa Whittaker (PW)	Academy Head of Inclusion & SEND [for item 3]
	Holly Little (HL)	Academy Business Manager
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Ben Pearce (BP)	Student Advocate Councillor
Absent:	Sherrie Eugene-Hart (SEH)	Sponsor Councillor
	Jendayi Serwah (JS)	Parent Councillor
	Azmina Mitha (AM)	Staff Councillor
	Hanna Ahmed (HA)	Sponsor Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by RP.	
2	Declarations of Interest	
2.2	None.	
3	SEND Presentation	
3.1	<ul style="list-style-type: none"> PW presented the national, local and Academy context, strengths and challenges for SEND at the academy. Challenges included increasing complexity of need; difficulties accessing multi-agency support and High Needs top up funding. Rates of progress for SEND are improving but still below national average. Outcomes data is impacted by the 20 place resource base for pupils with learning difficulties-not all local (18 in there at present). They are in the base for 30-50% of time and can go in for break and lunch times. They get the best of mainstream curriculum but follow a specific 	

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	<p>targeted curriculum e.g. ASDAN, and benefit from specialist support such as play therapy, speech and language support etc.</p> <ul style="list-style-type: none"> It has been a challenge to get EHCPs in place but the system is improving and 4 have recently been agreed SEND attendance was 2% below non-SEND students which reflected the challenge around teaching and learning for these students. Improvement is a target in AIP this year. PW explained the planning strategy in place for next year. A new development would be 'agreed consistencies' for each pupil as some staff feel overwhelmed but the wide range of strategies required in one class. SEND training sessions were available to staff before and after school and there are tips for inclusion in every bulletin. Strengths include: <ul style="list-style-type: none"> Well qualified staff and 2 teachers doing initial diagnostics and assessment so better early intervention. Quality of teaching is resource base is very good. Learning walks and feedback have improved and is more of a conversation. Processes and systems are a strength as there is a comprehensive Inclusion Register, which includes all the strategies required by each pupil. These are now more embedded by teachers as evidenced by learning walks Teachers feed in to statutory reviews and there are reviews of strategies for specific pupils RP commented that she had observed the SEND provision and the work (SEN paperwork, ECHP reviews) was exemplary, with high complex needs. Councillors noted that rates of progress for SEND were improving (P8 0.936 in the summer compared to -2.16 last year). TL asked what the target was for next year - PW responded that the target was for positive figures next summer. TL questioned the focus on SEND during learning walks. PW explained that they looked specifically at high needs students in groups, then emailed teachers with the results immediately after the lessons. RP commented that at a Local Authority meeting she had attended SEND had been highlighted as good practice at the Academy. Councillors commended PW on the daily tips which were included on the daily bulletin to staff. 	
4	Minutes of Previous Meeting	
4.1	The minutes of meeting held 25 April 2018 were approved as accurate.	
5	Matters Arising not dealt with elsewhere	
5.1	<ul style="list-style-type: none"> Accelerated Reader Scheme impact – BT reported that there had been a rise in average reading age of Year 7s from 7-8 years in September to 8 years 6 months now, with the prediction of one whole year by July. Higher sets were making the most progress, with mixed results in bottom sets – PW was now involved with these sets. The data now available from the scheme was being used for planning for next year. Prevent Risk Assessment – RP commented that an updated risk assessment was required to inform Safeguarding training in September. JA would discuss with Aisha Thomas. 	JA

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6	Councillor Visit Reports	
6.1	Visit Reports for SEND, Safeguarding Audit, eSafety, Somali parents' meeting and parental engagement had been circulated with meeting papers.	
6.2	Safeguarding – Termly reports are now signed off by RP and sent out to Council before meetings. Annual safeguarding audit had been completed. RP reported that there had been a lot of improvements in the operational aspects of safeguarding, and particularly e-safety was also moving forward. It was noted that there were 92 safeguarding incidents in Term 5 compared to 61 last term. This may be due to better and more consistent recording on CPOMs by pastoral staff, but also Domestic Violence and Missing Person notifications are now recorded as 'incident' and that accounts for 17. RP would raise a concern with the central team regarding the difficulties with safeguarding paperwork and recording on CPOMs of negotiated transfers, as these are vulnerable young people and are still on the roll of their old school so can't record on CAB CPOMs.	
6.3	TL asked how the meeting had gone with Somali parents. RP responded that it had gone well (see visit note for issues raised). TL asked why Somali outcomes were so good. BT responded that the parents and students were aspirational with Somali students choosing an academic curriculum. Somali progress outcomes and attendance were particularly high at CAB compared with other Bristol schools.	
7	Academy Council Report	
7.1	<ul style="list-style-type: none"> JA gave an update on data on the front page of the report. (see updated reported attached) Academy Council queried the jump in EAL students from 208 in Term 4 to 316 in Term 5 – JA responded that the previous data for the year had been incorrect, as highlighted by previous AC visit). Term 4 was now correct data. 	
7.2	<p>Student Outcomes</p> <ul style="list-style-type: none"> CC asked if predictions indicated any improvement to the current RI judgement. JA said that if the predictions of a positive P8 score and 9-4 above 40% were met these are good results and he would argue the judgement should be 'good'. Science and Humanities were now improving on a 3 year journey, though they were still less strong than English and Maths. AC asked if the Academy had conducted an exit poll after exams. BT said this would be done towards the end of the week. PJ asked how the exams had gone. JA said that they had seemed to go well. There had been a lot of support given to students to manage stress this year together with extra support during Ramadan. BT commented that students had shown high resilience with some unsympathetic timetabling. RP pointed out that although there were increases in mental health referrals in the academy-they were not from Y11, which may indicate the wellbeing/stress management work was successful. RP asked what the absence rates had been for exams. BT said the rate of absence had been low as a result of the individual support put in place as a result of the mocks, RP asked what strategies were in place to support Year 10 as data was not strong. AC suggested offering attendance at the supplementary school in the holidays. JA responded that details had not yet been planned. The 	

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	<p>cohort had low prior attainment and a lot of issues however they were in a better position now than Year 11 were at the same time last year. DN said the year group were in the bottom 1 or 2% in the country for average point score on entry at KS2. CC asked why prior attainment was so low. The issues were around local primary schools who were in special measures/RI.</p>	
7.3	<p>Quality of Teaching</p> <ul style="list-style-type: none"> TL asked if the review into the quality assurance system was in response to identified issues. JA responded that as a result of improvements this year, they wanted to move forward to a system, which engaged and empowered staff who were doing well to take new initiatives. TL asked if Science and Humanities would continue to be closely monitored. JA said there would be a new deputy lead for Science in place next year with continued support for leadership. In addition one of the academy's SSIF bids would provide a Humanities SLE (Senior Leader of Education). TL asked what the impact had been as a result of the pre capability and support plans. JA responded that these had made a huge impact to the improvements this year. 	
7.4	<p>Attendance</p> <ul style="list-style-type: none"> RP challenged JA on attendance as there was little improvement. JA said attendance was the biggest challenge for the academy. A new Attendance Officer would be in place from 1/7 who had previously received training from the CLF Attendance Officer. There would be a strategy of increased communication to change the culture to ensure everyone understood the huge impact of non-attendance. Roma students had particularly low attendance. RP asked if there was any link to curriculum content i.e. lack of creative subjects. DN commented that attendance was complex at the academy however low attendance was also a reflection of the quality of provision. JA responded they would increase cultural engagement in the curriculum next year. The community and parental engagement work of the academy councillors would help. <i>(CC left the meeting)</i> Following discussion, It was agreed that the Academy Council should focus on persistent absence (PA) next year. AC requested that areas requiring a focus on improvement were listed in priority order on Academy Council Reports as this would make it easier for academy councils to understand the priorities. RP said that attendance support might be available for individual students in Central and East Bristol through the new Youth Links contract. RP would send the details to JA. 	RP
7.5	<p>Behaviour - JA explained the new City Standards Behaviour Policy which would be implemented gradually over 3 weeks.</p> <ul style="list-style-type: none"> RP asked if the new policy had been communicated to parents. JA said that parents would be advised this week and an update would be given to the Somali Parent Group. TL asked how the academy would evaluate the new policy. This would be through City Voice. Did JA expect a rise in exclusions? JA said there was a differentiated approach in place for the 2% of students who wouldn't be able to cope with the system. Fixed term exclusions were expected to rise next year. RP requested a breakdown of FTE to include ethnicity/gender for the next meeting. 	JA

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7.6	<p>Policies</p> <ul style="list-style-type: none"> Revision to CiC Policy to include Previously Looked after Children as per new national requirements – previously emailed to councillors for information. This was agreed. 	
7.7	<p>Risk Register</p> <ul style="list-style-type: none"> Academy Council discussed the one risk highlighted red (ACAD-35), which related to cuts to top up funding in Bristol leading to less resources for SEND students. Academy Council acknowledged that the risk remained the same as previously due to funding cuts and the academy were doing what they could to mitigate the risk to the students. Referring to Risk ACAD-31, RP emphasised that the Prevent Risk Assessment for the local area needed to be complete (see Item 5.1). RP questioned the compliance of the website (Risk ACAD-32) – JA responded that the website was regularly checked by the compliance team and Mary Massey had recently advised that it was compliant. RP would discuss further additions to the website that she felt necessary to become an outstanding school e.g. relating to information to parents on safeguarding, eSafety, equality and diversity, collective worship and SMSC. 	
7.8	<p>Academy Business Manager Report</p> <p>Finance – Academy Council noted the Finance Report in meeting papers. HL presented highlights:</p> <ul style="list-style-type: none"> The academy were in a good position financially. They were currently looking at Year 7 numbers for September – 96 had accepted, which was up by 10 from last year. There were 154 ‘live’ offers – 142 were needed for a balanced budget. AC commented on the small margin. JA was confident that numbers would be above 142. AC asked what funding the academy had received from bids. JA said that funds had been received for a literacy project and some faculties had spent money on revision books. <p>Health & Safety, Estates and Staffing Reports – these had been circulated and were noted.</p>	
8	Careers Provision and CEIAG requirements	
8.1	<ul style="list-style-type: none"> BT reported that the central team were creating a CLF Careers Education Information and Guidance statement, which is required for September. Jim McKitterick would lead careers education at the academy next year for 3 hours per week. RP challenged if 3 hours was enough. BT explained that there was also an external careers adviser in the academy one day a week. In addition a lot of work had been done with Works this year – students felt they received good support. A careers event with mock interviews was taking place for Year 11 and work experience for Year 10 which included 50% of year group. RP asked for an update on progress regarding the new requirements in September. BT said the academy was not far away from what was required and would be ready for September. Final CEIAG statement to be sent to Councillors for agreement at next meeting. TL commented on research regarding the importance of consistent advice for HPA students on GCSE/A Level choices. JA updated on the Future 	BT

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	<p>Quest Programme for HPA students and the high aspirations as a federation and academy.</p> <ul style="list-style-type: none"> • Academy Council requested a report on destinations at the next meeting. 	BT
9	City Voice	
9.1	As BP was unable to attend the meeting, RP requested that BP email the results of City Voice re careers to Academy Council.	BP
10	Parental Engagement Strategy	
10.1	CC's note had been emailed. Key actions for the strategy that Carrie-Anne is leading on have been agreed. This includes a monthly Councillors and parents café.	
11	Community Engagement	
11.1	<p>JA updated on his meeting with JS and SEH, the link councillors for community engagement.</p> <ul style="list-style-type: none"> • Following the appointment of an additional Assistant Principal for next year – one of the APs would have a community engagement brief. • There would be a Community Engagement Team who would include JS and SEH and community groups. The aim would be to meet/network/ discuss/ enable access to community support. • A meeting would take place in Term 1 – all councillors to promote in the community. 	ALL
11	Governance	
11.1	<ul style="list-style-type: none"> • RP said that she would like to hold an additional meeting in June/July in order to review governance for the year and discuss strategy for next year. Date would follow. • All governors are invited into the Academy on 9 July for Staff Voice – JA would send further details. • Final dates of meetings for next year would be circulated later this week. Councillors to note there will be a meeting on Saturday 15 September for an overview of the exam results followed by a meeting for individual councils to analyse the academy's exam results. 	LC/RP JA
12	Matters for the attention of the Board	
12.1	None.	
13	AOB	
13.1	None.	
14	Next Meetings	
14.1	<ul style="list-style-type: none"> • Extra meeting in July – date to be advised. • Next year's dates to be advised shortly. 	

The meeting closed at 7.30 pm