

# Minutes – City Academy Council

<b>Version:</b>	<i>Final</i>	
<b>Date</b>	25 April 2018	
<b>Location:</b>	City Academy	
<b>Time:</b>	5.30 pm	
<b>Present:</b>	Ruth Pickersgill (RP)	Sponsor Councillor (Chair)
	Sherrie Eugene-Hart (SEH)	Sponsor Councillor
	Jendayi Serwah (JS)	Parent Councillor
	Jon Angell (JA)	Principal
	Dan Nicholls (DN)	Executive Principal
	Peter Jefferies (PJ)	Parent Councillor
	Clare Colvin (CC)	Sponsor Councillor
	Alex Crook (AC)	Sponsor Councillor
	Ben Pearce (BP)	Student Advocate
<b>Attendees:</b>	Ben Tucker (BT)	Vice Principal - CAB
	Katie Friedman (KT)	Assistant Principal
	Linda Corbidge (LC)	Clerk
	Holly Little (HL)	Academy Business Manager
<b>Apologies:</b>	SJ Power (SJP)	Teacher Councillor
	Azmina Mitha (AM)	Staff Councillor
	Hanna Ahmed (HA)	Sponsor Councillor
	Leon Tikly (LT)	Sponsor Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions by RP.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	AC declared that he is friends with an English Teacher at CAB (CC). There were no further declarations.	
<b>3</b>	<b>Teaching and Learning</b>	
3.1	<p>KF presented data showing progression for individual teachers from Terms 2/3 to Term 5. Teaching at Good or Better had improved from 62% in Terms 2/3 to 84% in Term 5.</p> <ul style="list-style-type: none"> <li>• <b>CABC asked what actions had been taken.</b> KF explained that bespoke support plans were in place for the teachers indicated. This included pre-capability procedures, MAC sessions to practice routines, a culture of practice; sweep data showing impact in questioning and time given for planning meetings. E learning was having a big impact.</li> <li>• <b>CABC questioned the timeline and sustainability of culture.</b> KF responded that they would keep embedding the culture of practice and ensure it was part of the PM process. MAC groups would continue.</li> </ul>	

Item	Description	Action
	<ul style="list-style-type: none"> <li><b>CABC asked how more experienced teachers were kept on board.</b> KF responded that with increased consultation more experienced teachers were encouraged to lead and disseminate to others.</li> <li><b>CABC asked how differentiation was judged.</b> KF explained that they would expect to see differentiation in all lesson sweeps but there is not a requirement for individual lesson plans with differentiation shown.</li> <li><b>CABC had noticed the lack of Teaching Assistants supporting SEN students in a Maths lesson and asked if TAs could be utilised more, particularly in Maths where there was a need.</b> JA commented that the reduction in SEN funding cuts had resulted in less TA support. KF added that the efficient use of TAs had been recognised as a weakness and was now on the agenda. Discussion followed on research that showed the biggest impact was from Quality First Teaching, with lower impact from TA support.</li> <li><b>CABC asked if equality and diversity was looked at during lesson sweeps.</b> KF explained that this was looked at in data at the end of the year.</li> <li><b>CABC asked for an update on what impact the Accelerated Reader Scheme was having on other subjects.</b> BT responded that students were reading more enthusiastically, however it was difficult to measure impact on other subjects. It was agreed that BP would include in the next City Voice questionnaire. <b>CABC requested an update at the next meeting.</b></li> </ul>	BT
3.2	<p>BP briefed the meeting on City Voice last term:</p> <ul style="list-style-type: none"> <li>Students commented that teaching had improved and they were happy in the classroom;</li> <li>Issues raised were with Science, English and supply teachers. The issue re 3 supply teachers had been addressed through new recruitment. Older students were concerned about changes to GCSE – teachers had spoken to them.</li> <li>Another review would take place at the end of this term for comparison. <i>(KF left the meeting)</i></li> </ul>	
4	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of meeting held 17 January 2018 were approved.	
5	<b>Matters Arising not dealt with elsewhere</b>	
5.1	<ul style="list-style-type: none"> <li>Behaviour Policy change of wording re consent to search. RP would look at with JA.</li> <li>New Behaviour system – clarification re restore process had taken place. JA reported that going forward the process would be changing.</li> </ul>	RP/JA
6	<b>Feedback on Councillor Immersion Afternoon and Councillor Visit Reports</b>	
6.1	RP, SEH and AC had visited classes and accompanied learning sweeps that day and RP/AC had lunch with students. SEH recommended that all councillors should visit the academy.	
6.2	Councillors who attended the data training recommended it to all councillors, but as the focus was mostly on option choices, CABC requested that further data training on Black Box take place before the next meeting in June. DN commented that a new A3 Black Box would be available shortly which would make tracking easier.	BT/LC
6.3	Reports were circulated on councillor visits this term. Visits were made to discuss Pastoral Support, Safeguarding, City Voice, EDI, Behaviour, Attendance	

Item	Description	Action
	and Inclusion/SEND/EAL. Actions would be followed up by the Link Councillors at their next visit.	
7	<b>Principal's Report and Appendices</b>	
7.1	<p><b>Council discussed/asked questions on the report.</b></p> <p><b>Student Outcomes:</b></p> <ul style="list-style-type: none"> <li>• JA commented that CAB were in a good position, with predictions for Progress 8 at 0.38 and 9-4 at 51.7%. They were confident with the predictions for English and Maths as they had been moderated by CLF.</li> <li>• The current Year 10 were the weakest cohort for prior attainment. CAB would need to work harder to get the same attainment.</li> <li>• <b>CABC asked if the rise in progress in Bucket 2 was as a result of the improvements in Science.</b> JA responded that it was a result of the work the Head of Science had been doing. This had included joint planning, intensive work on quality of teaching, a Science specialist in post for the last 2 years and a specialist support package from CLF. JA advised that they were also now recruiting for a new post of Deputy Curriculum Leader for Science.</li> <li>• <b>CABC questioned the RE predictions.</b> JA commented that these were pessimistic and were being looked at.</li> <li>• <b>CABC raised a concern regarding attainment for Y11 SEND students, as the P8 score was low.</b> JA responded that some SENDK students were in hospital education, at Engage or on negotiated transfers. However it had been flagged as an issue and 6 or 7 students would be receiving individual plans.</li> <li>• <b>CABC questioned the lower attendance for SEND students.</b> JA commented that there was a focus on SEND this term as they were aware they needed to improve how they were meeting the needs of these students. <b>CABC asked if there were any discussions on curriculum or alternative provision.</b> JA commented that they would be looking at this next year.</li> <li>• <b>CABC queried the gender difference in HAP progress. HAP boys' progress had increased more than girls had.</b> JA commented that the data was skewed as there were 9 boys and 5 girls, with one hospital educated.</li> <li>• <b>CABC asked if there were IEPs for all HAPs as indicated in the AIP.</b> JA commented that this had not been done due to lack of capacity however HAPs had been a focus in Year 11.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• <b>CABC commented that persistent absence was not improving and asked what strategy was in place.</b> JA commented that new systems were being embedded during Terms 3 and 4. Discussions were taking place for the two main groups of SEND students and those with persistent absence. This would be followed by weekly meetings and individual case studies. <i>(DN and CC left the meeting)</i></li> <li>• JA stressed that the priorities for Term 5 are attendance, year 11 and staff voice and so attendance will have a strong focus. <b>CABC asked if there was enough capacity to deal with attendance.</b> JA commented that attendance was dealt with by the Heads of Years, the Attendance Officer and an Education Welfare Officer for prosecution visits on a Friday. JA commented that he was mindful of capacity issues. HL advised that the Attendance Officer had been loaned from CLF and a new Attendance Officer was being recruited now to ensure a term overlap for training.</li> </ul> <p><b>Safeguarding</b></p>	

Item	Description	Action
	<ul style="list-style-type: none"> <li><b>CABC asked for more information on the reported allegations against staff.</b> JA responded that there were a variety of reasons. Systems had been adjusted and they would be monitoring the situation. <b>CABC asked if any of the allegations were serious.</b> JA responded that none would be going any further and most had been resolved following conversations with JA and HR.</li> <li><b>RP commented that the Prevent Risk Assessment needed completing, as this should form a basis of Prevent training.</b> JA would ask AT to action</li> <li><b>RP said an E-Safety Group had met and were very proactive and actions from the visit are being followed up.</b></li> </ul> <p><b>Behaviour/Exclusions</b></p> <ul style="list-style-type: none"> <li><b>CABC asked why SEND students were over-represented in exclusions.</b> JA commented that the reasons were due to SEND students with behaviour issues; the last resort was to exclude.</li> <li><b>CABC noted that the SEND Annual Report would be completed and presented to Council at the end of the year.</b></li> <li><b>CABC had noticed some students out of lessons on their visit that day and that there did not appear to be adequate staffing to manage the situation.</b> JA/BT commented that the day had been unusual and a particular issue had arisen in one class that BT dealt with.</li> </ul> <p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>It was noted the circulated Risk Register was not the updated version. It was agreed the correct version would be circulated PRIOR to the next meeting and RP would include the RR in her 1-1 next meeting.</li> </ul>	<p>JA</p> <p>Sept Agenda</p> <p>JA RP</p>
7.2	<p><b>Finance, Health &amp; Safety &amp; Estates Report</b></p> <ul style="list-style-type: none"> <li>Finance - RP would advise HL if Management Accounts were required at future meetings. (<i>Clerk's Note from ToR "AC to receive reports from the Academy Business Manager on the Academy's financial plans to ensure that resources are being directed appropriately, to monitor the Academy's overall financial position and, remain alert to the need for central finance team to take remedial action where necessary"</i>)</li> <li>Health &amp; Safety – CABC noted the report.</li> </ul>	RP
7.3	<b>Staffing</b> – noted as in report.	
7.4	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>CAB Admissions Policy 2019/20 re 7-year consultation no material changes to policy – <b>CABC email approval noted Feb 18.</b></li> <li>CLF Charging and Remissions Policy updated and circulated by email Feb18. AC noted responsibilities.</li> </ul>	
7.5	<p><b>Actions for Academy Council Members</b></p> <ul style="list-style-type: none"> <li>RP reported on a SSIF meeting she had attended with JA where there was a possibility of money towards governance training with on-line resources and a Chair Development programme.</li> <li>Meeting for Somali parents to look at educational outcomes in the City was taking place at CAB on May 21<sup>st</sup> 4 – 5.30 pm.</li> <li>Community Engagement Event to be discussed outside of meeting, with aim for September event.</li> <li><b>CABC requested the Student Advocate to focus City Voice on careers education, with report to next meeting.</b></li> </ul>	<p>JS/SHE/ JA</p> <p>BP</p>

Item	Description	Action
<b>8</b>	<b>Governance</b>	
8.1	<p>Membership – RP reported that two new sponsor councillors had been approved by COAC however, they had been unable to attend the meeting today. They were:</p> <ul style="list-style-type: none"> <li>• Leon Tikly, a Professor of Education and Hanna Ahmed who was Secretary of the Somali Forum.</li> </ul>	
8.2	<p>Training:</p> <ul style="list-style-type: none"> <li>• Data training would take place from 4 – 5 pm prior to the next meeting.</li> </ul>	<b>ALL</b>
8.3	<p>Chair of Councillor Report to Councillors on Board matters:</p> <ul style="list-style-type: none"> <li>• None reported.</li> </ul>	
<b>10</b>	<b>Matters for the attention of the Board</b>	
10.1	None.	
<b>11</b>	<b>AOB</b>	
11.1	HL advised the new Astroturf would be completed on 9 <sup>th</sup> May. An opening event would take place on 24 <sup>th</sup> May. Councillors were welcome to attend.	<b>ALL</b>
<b>12</b>	<b>Next Meetings</b>	
12.1	<b>13/6/18 – 4 – 5.00 pm Training Followed by pre Meeting at 5.00 and actual meeting 5.30-7.30 pm</b>	<b>ALL</b>
	The meeting closed at 7.30 pm	