

Minutes – John Cabot Academy Council

Version:	<i>Final</i>	
Meeting Date:	1 May 2019	
Location:	John Cabot Academy	
Time:	4.30 pm	
Present:	Linda Tanner (LT)	Chair Academy Council
	Rob Stroud (RS)	Sponsor Academy Councillor
	Steven Harrison (SH)	Parent Academy Councillor
	Angela Long (AL)	Sponsor Academy Councillor
	Neil Ferris (NF)	Support Staff Academy Councillor
	Scott Raybould (SR)	Parent Academy Councillor
	Claire Axel-Berg (CA)	LA Academy Representative (tbc)
	Sally Apps (SA)	Executive Principal
	Kate Willis (KW)	Associate Principal
Apologies:	Sam Shousha-Nady (SS)	Teacher Academy Councillor
	Emily Grainger (EG)	Student Advocate Academy Councillor
Absent:	Helen Jaworska-Webb (HJ)	Sponsor Academy Councillor
Attendees:	Ali Hood (AH)	Senior Operations Manager
	Linda Corbidge (LC)	Clerk to Academy Council
	Chris Ballard (CB)	Assistant Principal

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by LT.	
2	Declarations of Interest	
2.1	There were no updates to declared interests.	
3	Minutes of the previous meeting	
3.1	The minutes of the meeting held 12 March 2019 were agreed as accurate.	
4	Matters Arising	
4.1	<ul style="list-style-type: none"> Bell system – AH would advise when quotes were received. Thank you letter to be sent to the Science Team from Academy Council – LT confirmed this had been done. 	

	<ul style="list-style-type: none"> • DSL name updated on website – AH will action 	AH
	<ul style="list-style-type: none"> • Pupil Premium update – KW advised that Becki Thielen (BTH) had re-assigned finance to different project; the spreadsheet would be ready for her next meeting with SH. • Admissions summary on website to be updated – this was completed. • The communications project chart was circulated for information • Newsletters to be circulated via clerk/current newsletters on website? AH will send to clerk for circulating to Academy Council. 	AH
5	Governance	
5.1	Membership – LT reported that Andrew Evans had resigned from the Academy Council. As a result the Academy Council now had one vacancy for a Sponsor Academy Councillor. Academy Council to email LT if they have any recommendations.	ALL
5.2	Link Councillors – it was noted that with the resignation of AE there was a vacancy for an SEN Link Councillor. LT requested Academy Councillors to contact her if they are interested in the important link role.	ALL
5.3	Communication – the Clerk briefed Academy Council on the new Teams facility on Office 365 which would be used for all future communications and document sharing.	
5.4	<p>Training</p> <ul style="list-style-type: none"> • The clerk explained that the Nimble online training modules could now be accessed via Teams. Academy Council were requested to complete the Safeguarding Module as soon as possible with other modules to be completed by September. • LT advised that she had attended the first session of three of the Govern Ed Governance Leadership Programme, funded by DfE. 	
6	Academy Councillor Visits	
6.1	A Visit Report from the H&S Link had been circulated and was noted.	
7	Options and Curriculum for 2019-20	
7.1	Item taken forward as CH was unable to attend the meeting. It was noted that BTH was continuing with the options process in the absence of CH.	<i>Agenda June</i>
8	Behaviour Update	
8.1	<p>CB presented an update on behaviour:</p> <ul style="list-style-type: none"> • Following the embedding of RTL and a reduction of student referrals out of class, it had been recognised that staff had a clear script in the classroom but not outside the classroom. A staff working group had been formed to focus on improving behaviour outside the classroom. Actions would include regular staff re-training; increasing/re-positioning 	

	duty staff; opening up the Astro turf again and developing a whole school approach to a social time charter. Higher needs pupils with behaviour issues would be considered individually.	
	<ul style="list-style-type: none"> • Academy Council asked if there was any other training the academy could use. CB explained that JCA would be able to utilise some of the principles and practical experiences of staff in more challenging settings. Academy Council asked how many staff had been trained in positive handling. KW responded that there were two trained currently, with a further two to be trained in September which felt an appropriate number in areas of the school. • Academy Council questioned the capacity for increasing cover duty. KW explained a new duty rota was in place, with increased SLT capacity, as the big lessons which had required SLT presence, were no longer taking place. As a result the number of behaviour incidents had dropped. (SH joined the meeting) 	
9	Admissions – effects of current policy	
9.1	Discussion took place on the positives and negatives of the current admissions policy. It was recognised that there were issues with the current policy which meant the school did not reflect the local community. Further discussion took place on funding, transport and risk of challenge re places. It was agreed that a small working party should meet after the June SWG meeting to discuss if the current Admissions Policy fitted with the direction of the school and possible options for change. Academy Councillors to email LT if they want to join the working group	ALL
10	Academy Council Report	
10.1	<p>Data Review/Raising Attainment:</p> <ul style="list-style-type: none"> • Attendance: Attendance was 'Good'. Academy Council noted that BTH was working with a group of Year 9 students whose attendance was very poor. • Quality of Teaching and Assessment: Academy Council raised concern at the data presented. KW commented that the data was not robust as observations had not taken place recently due to lack of capacity. Increased capacity now meant they would be able to get back into the classrooms. KW said the data had suggested there needed to be increased ownership/discussion on the CLF KS3 curriculum. KW assured Academy Council that the remaining three curriculum leader meetings would be used to work with CLs to set up the curriculum and pedagogy for next year. Four of the CLF curriculum creators were based at JCA and an experienced T&L colleague would be also be able to support for the remainder of the academic year. • Academy Council raised further concern at MFL data – KW responded that both Spanish and French had been affected by long term supply which would be rectified next year due to changes of staff. <p>Raising Attainment – 100 Day Plan</p>	

	<ul style="list-style-type: none"> • KW explained that following the mocks she had met with every Curriculum Team Leader and some staff whose outcomes were not as strong and was confident that all have planned the remaining weeks of teaching to address assessment and the needs of students. Extra support had been put in place for one subject of concern. • A number of students had missed the mocks – as a result bespoke plans were in place for these students to ensure this doesn't happen again. • Further actions were the assembly programme; Y11 tutoring programme; the mentoring programme involving 50/60 students each week; bespoke sessions for HAPs, anxiety, Ramadan/EID; assemblies with letters of support for students; assembly on 14 June and May Half Term. • Academy Council asked if there had been a BME motivational speaker at the assemblies. It was noted there had been one arranged however they had unfortunately dropped out on the day. There had been sporting motivational messages by Steve Taylor. • Academy Council asked how the academy would achieve the aim of a zero P8 score with the current gap in data. KW explained the successful work done with some of the PP students who had taken photography. Some students would be low attainers as they were on role but not educated by the academy. The remainder were 10-12 PP HAP students where individual mentoring would continue to take place. The P8 group had lacked maturity and confidence. • Academy Council asked how much improvement could realistically be made to the P8 data for English at this stage. KW responded that Helen Angell thought the predications may be cautious. Ensuring children attended who hadn't for mocks would make a difference and boys were late bloomers. KW explained that the Head of English had left at Christmas however a strong highly experienced Head of English had been appointed for September. • Academy Council commented that the data did not look optimistic. KW responded that the position was realistic as there had been issues in ICT, Leadership of Languages and English, PE and Tech. Academy Council asked when actions would be put in place for students for next year. KW responded that currently the academy was doing everything they could for Year 11. The curriculum piece of work and assessments for Years 9 and 10 would help. It was noted the Year 11 cohort was very different to the Year 10 cohort. Year 11 was a boy and HAP heavy year with a group of students where the academy had no influence on their outcomes. (SA left the meeting) 	
10.2	<p>Safeguarding (inc. End of term 4 Safeguarding Report)</p> <ul style="list-style-type: none"> • KW advised that the Academy Council report should have detailed that Safeguarding remained 'Good'. Academy Council asked how KW knew it was 'Good'. KW responded that Steve Bane had been working really closely with the SG Team. It had been judged robustly not long ago; the practice had not changed and there was now more capacity with strong leadership in the Safeguarding and Pastoral teams. KW advised that the Counsellor worked 2 days a week and could now do specific safeguarding supervision. 	

	<ul style="list-style-type: none"> • <i>The Safeguarding Link questioned if this was enough due to the spike in mental health issues.</i> KW responded that Off the Record also came in to support. Financially it was not possible to increase days for the counsellor for the next academic year. • <u>Academy Council asked for the new DSL to present at the next meeting.</u> 	Agenda June
10.3	<p>Report on SEND Provision, incl. SEND attendance:</p> <ul style="list-style-type: none"> • <i>Academy Council asked what impact there would be from fewer students attracting funding.</i> KW said that SEN funding doesn't meet the number of SEN students. A number of high funded students were leaving. TAs may be moved into SLR to start tackling some of issues. • <i>Academy Council asked what SEND students there were in the Year 7 intake.</i> KW responded there were two LAC and one student with an EHCP with very high needs where the academy had advised they couldn't meet the student's needs but the parents wanted them to attend the academy. <i>Academy Council questioned the implications and risk to the academy not meeting the EHCP.</i> It was noted the academy would do their best in conjunction with the LA, with annual review meetings with parents to discuss the need and provision. 	
10.4	<p>Staff recruitment for 2019-20</p> <ul style="list-style-type: none"> • Academy Council discussed recruitment and staffing for next year, including the ZTL roles where two current ZTLs had decided not to continue the additional role next year. Academy Council were assured an experienced member of staff was already in place for one ZTL. The other was being advertised in conjunction with a Technology Teacher. Academy Council discussed apprenticeships, noting these were for one year. Due to capacity it was unlikely there would be another apprenticeship next year. • It was noted KW was not aware of any resignations before the end of term. 	
10.5	<p>Policies</p> <ul style="list-style-type: none"> • AH presented an updated policy tracker highlighting policies which required updating and actions being taken, with statutory policies being given priority. These were Accessibility; Critical Incident; Equality Information & Objectives; Whistleblowing; • <i>Academy Council asked if there was a risk regarding any of the policies which needed updating.</i> AH responded that there was no risk as they only required minor tweaks and would be updated very shortly. 	
10.6	<p>Finance, Health & Safety & Estates: Finance:</p> <ul style="list-style-type: none"> • KW advised that budget meetings had taken place recently - the academy would need to be tightly monitored next year. Two key dates to maximise income were the census in October (per pupil funding) and January (PP funding). <u>Academy Council requested monitoring on agendas.</u> KW said that someone from S.Glos was also coming in to support with maximising lessons. 	Nov/Feb Agendas

	<p>Academy Council questioned offers made for next year and leavers in other years. It was noted there had been 175 offers; the current Years 7 and 8 were full. There was some loss at the end of Year 9 as some leave to attend 14-16 schools.</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> • SH had attended a H&S meeting. A lot of work had been done. • There would be a H&S Audit on 22 May – AH expected it to be ‘Good’. • The first H&S meeting for a while, held on 1 April, had looked at policies, accidents and near misses. <p>Estates:</p> <ul style="list-style-type: none"> • NF reported that a lot of work had been carried out over the Easter holidays on reception, graffiti and broken glass. NF highlighted an issue with the roof leaking which was now being dealt with centrally and an incident with the lift which was now fixed. • Speed bumps had been put in on the road outside in conjunction with Kingswood Trust. • Cleaning was better as cleaners were now employed in-house and additional cleaners had been employed. 	
10.7	<p>Risk Register:</p> <p>Academy Council questioned whether predicted outcomes should be added as a risk. Following discussion it was agreed not to add as a risk due to the significant work which was taking place around the curriculum which would support the new Ofsted Framework. It was noted this was being reflected in the planning for the AIP for 2019-20, effective from September. Academy Council agreed that evaluation of the work around raising attainment should take place.</p>	
11	Student Voice	
11.1	<p>Student feedback from safety days – KW explained that, due to staff sickness, the safety day had been postponed to the start of Term 6. <u>Taken forward to next meeting for Student Voice from Safety Day.</u></p>	EG
12	Parent Voice	
12.1	<p>KW briefed on highlights from the communication plan update which had been circulated.</p> <ul style="list-style-type: none"> - Parents had voiced that there should be a central way of contacting the academy with response time for non-urgent enquiry within 5 days, preference by phone. Logistics of the difficulties of only one phone in each office was in hand and would be addressed with staff at the next staff meeting in 2 weeks. - Parents were satisfied with the website although current parents don’t find it useful, however they like the newsletter. - AH was working with the IT team re progress of IT issues. - The next Parent Forum is 21 May – 6 pm when there will be an update on actions. - The academy had received two complaints where the common thread was communications/slow response times. 	

	<p>- Academy Council questioned the reduction in enrichment with the number of trips being reduced and the scope of what's on offer. KW explained they had responded to student voice with students not attending. The one trip was now better quality. Year 9 had gone back into lessons as were not engaging; Years 7 and 8 had an extra sport and another slot on enrichment which they picked from 7 on offer. Academy Council asked if there were plans to offer a trip for Year 9 next year. KW said it would be looked at again.</p>	
13	Matters for the attention of the Board	
13.1	None	
14	AOB	
14.1	<p>Academy Council recommended that the receptionists at the academy should be updated on visitors who were expected. <u>It was agreed that AH would look into the best way of doing this.</u></p>	AH

The meeting closed at 6.55 pm.

SWG Meetings – 14 June (8.00 – 10.00 am)

AC Meetings – 26 June (All 4.30 pm – 6.30 pm, with 4.00 pm pre meet)