

Minutes – John Cabot Academy Council

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| Version: | <i>Final</i> | |
| Meeting Date: | 8 January 2019 | |
| Location: | John Cabot Academy | |
| Time: | 4.30 – 7.00 pm | |
| Present: | Linda Tanner (LT) Rob Stroud (RS) Steven Harrison (SH) Angela Long (AL) Helen Jaworska-Webb (HJW) Neil Ferris (NF) Scott Raybould (SR) Sally Apps (SA) | Chair of JCA Council Sponsor Councillor Parent Councillor Sponsor Councillor Sponsor Councillor Support Staff Councillor Parent Councillor Executive Principal |
| Attendees: | Linda Corbidge (LC) Chris Ballard (CB) Becki Thielen (BT) Alex Lynott (ALN) | Clerk Assistant Principal Assistant Principal 0-25 Lead |
| Observers: | - | |
| Apologies: | Claire Axel-Berg (CA) Sam Shousha-Nady (SS) Emily Grainger (EG) Andrew Evans (AE) Steve Taylor (ST) | LA Representative (tbc) Teacher Councillor Student Advocate Sponsor Councillor CEO, representing Executive Team |

Minutes

| Item | Description | Action |
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| 1 | Introductions | |
| 1.1 | Welcome by LT. LT introduced Scott Raybould, the newly elected Parent Councillor. | |
| 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 26 November 2018 were agreed as accurate and were signed by the Chair. | |
| 4 | Year 11 Project | |
| 4.1 | <p>CB circulated the latest predictions data and briefed the meeting on highlights:</p> <ul style="list-style-type: none"> • P8 at ~ 0.34 was not a concern; this represented a small number of students. They were aware of the trails and key groups affecting the P8 score. A number of strategies were in place to improve the progress of all year 11 students. • The cohort was high ability on entry, 50 students were HAPs; • The cohort was more challenging than last year; | |

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| | <ul style="list-style-type: none"> • CB explained 'Team 19' which included <ul style="list-style-type: none"> • Higher attainment programme, raising self-esteem and aspirations; Academy Council (AC) suggested inviting someone from UWE in to support the programme. ALN would look into this. • Mentoring programme for PP/LAC students, run internally by staff mentors. AC asked if peer mentoring was being used. CB said this had been discussed but was not currently in place. AC asked if parent/carers were aware of the programme. CB responded that parents of PP/LAC students were aware. • A key revision trip for 25 PP students involving outward bound/team building and subject specific revision particularly core subjects. AC asked what was being provided for other students. Revision sessions would be running in the April holidays for other students. AC asked when they could expect to see the impact of the Year 11 interventions. AC should expect to see impact at the next meeting, with another set of mock data expected to double the score by then. CB said the senior leadership team (SLT) were confident that teaching in the school was good. • SLT were confident they were meeting the needs of vulnerable students with contact home, providing help for exam stress/anxiety and support through tutor time for Year 11. • PIXL and the 100 day plan which starts on 10 March would also support Year 11. Year 11 support had been a focus of INSET day. AC asked how confident SLT were regarding Year 11 results. SA stated that she was more confident now with improved data and knowing the school. They were not complacent; it was a tough year group with 60% boys who had different coping mechanisms. AC queried the progress of English and Maths. SA commented that English predictions had not been accurate. JCA did not currently have a Head of English but SA was confident as JCA were now receiving support from Helen Angell, who was lead for English across the Federation. AC questioned progress in Science – SA explained that as a result of a number of vacancies in Science (recruited now to start September), they were changing the way of delivering to big lessons for Year 11 with one Science specialist and one non-specialist. Revision guides and Tassomai online were also being provided. SA said that Science felt much better supported with the new system. AC asked how this would be monitored. SA said it would be closely monitored; if it was not working they would stop. AC asked how the lessons were different. SA explained it had been written and very carefully planned with a teaching and learning leader at Bath University, along with Tassamai online. AC asked if it showed strong impact would it continue in September. SA said that part of it may continue and possibly in other subjects. AC asked what the feedback had been from parents. SA said she had not received any negative feedback directly, with parents stating their children had received too much supply teaching. AC discussed the related news item in the Bristol Evening Post. It was noted that communication with parents required more focus at the academy. <p style="text-align: center;"><i>(CB left the meeting)</i></p> | |
| 5 | SEN Attendance | |

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| 5.1 | <p>BT reported there were 67 SENK students and 20 students with EHCPs. Attendance for SENK ytd was 87.4% against NA for all year groups of 96%). The SENk data was skewed as it included one student who was coming off role to another better provision at the end of January, one who had been fined for being on holiday and one missing in education child. AC asked what actions were being taken. It was explained this included attendance meetings with parents and the Education Welfare Office (EWO), with follow up and actions on barriers; core group meetings with SEN students on low attendance and weekly contact with parents with discussions re more suitable provision if appropriate. AC discussed the impact of the current admission policy regarding geographical reach which has a particular impact on SEN student attendance. AC requested agenda item at next meeting re Admissions Policy/locality.</p> <p>ALN advised that she now focussed on locality for EHCP student applications. AC asked what factors affected SEN attendance. ALN said it was mainly distance, medical concerns and hospital visits. Students were often in and out of school with medical issues. There were a number of autistic students where JCA was not the right provision. Meetings were arranged with some students with low level medical issues to support them coming in. AC commented on the importance of communicating with prospective parents regarding the school environment and managing the expectations of parents regarding the change from primary to secondary. ALN said that she deliberately invited parents to look around at break time when it was busy and the bells were ringing. AC suggested a change in the bell system. SA would look into this. (B/ALN leave)</p> | <p>Agenda</p> <p>SA</p> |
| 5 | <p>Governance</p> | |
| 5.1 | <p>Membership – further to the last meeting, LT confirmed the following new appointments to the academy council: Claire Axel-Berg – LA Representative Councillor; Neil Ferris – Support Staff Councillor; Sam Shousha-Nady – Teacher Councillor; Emily Grainer – Student Advocate and Scott Raybould – Parent Councillor.</p> | |
| 5.2 | <p>Link Councillors were confirmed as: AL – Safeguarding; SH - PP, LAC and H&S; AE – SEND; RS – Data; HJW - Careers AIP Links were: CA – Behaviour; RS/HJW Curriculum Quality and Enrichment; AL – Mental Health & Wellbeing; LT – Leadership and School Culture and Identity. AL was attending the Safety Day on 23 January.</p> | |
| 6 | <p>Matters Arising</p> | |
| 6.1 | <p>AC agreed that actions had been covered elsewhere in the agenda.</p> | |
| 7 | <p>Strategic Working Group</p> | |
| 7.1 | <p>SWG had discussed Ready to Learn, requesting further data for the meeting. Data was now included in the Principal’s report. AC asked why it stated RTL was not successful in all lessons. SA said that some staff required retraining/reminding and would attend the RTL Refresher. AC asked if staff had concerns regarding the system. SA was not aware of any; for the system to work it needed to be consistent. They were not complacent; changes were being made. Break time behaviour, which had been highlighted by Ofsted, now attracts the same sanctions as classroom</p> | |

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| | behaviour. AC asked if this had been communicated to parents. SA said that it had been in the newsletter. | |
| 8 | OFSTED | |
| 8.1 | <u>AC wished to formally record their congratulations and thanks to all the staff.</u> | |
| 8.2 | INSET day had focused on staff's favourite comments in the Ofsted report, strengths that were not highlighted, in particular the role of support staff, and areas for improvement that the inspectors missed. | |
| 8.3 | OFSTED targets had been: <ul style="list-style-type: none"> • Be more consistent everywhere • Improve leadership by communicating with parents more effectively – KW was now leading a working group to formulate a communications plan. | |
| 9 | Academy Council Report | |
| 9.1 | Achievement and Standards – noted. Year 11 had been covered under Item 3. | |
| 9.2 | SEND Attendance – covered under item 3. | |
| 9.3 | Staffing Update <ul style="list-style-type: none"> • SA explained the process to appoint a Principal would start in 2019 with the aim to appoint from January 2020. An interim plan would be put in place between now and then to enable SA to return to her role as CLF Executive Principal. From February half term KW would be Associate Principal alongside SA as Executive Principal with an Interim Vice Principal to be recruited internally (from Feb to July 2020). SA would maintain responsibility for the budget, 100 day plan, quality of teaching and leadership and the development of SLT. A further member of staff would be recruited to run the SLR. AC commented on the importance of stability and continuation of strategy. SA said that ST was available to speak to on the phone if AC wanted to ask any questions. AC commented that they were happy with the plans. SA explained the recruitment process for the VP role. • Professional Services staffing restructure – SA advised that Cal Russell-Thomson had been appointed as Assistant to SLT and Ali Hood would take up her role as Senior Operations Manager on 21 January. HR and Finance would be covered by the central CLF team. AC were sorry that they had not had the opportunity to say goodbye to Sam Crew before she left at the end of last term. AC asked SA to pass on their thanks and to send her their best wishes for the future. | |
| 9.4 | Safeguarding <ul style="list-style-type: none"> • <u>AC requested Term 2 Safeguarding Report to be circulated with the minutes.</u> • SA advised that a Safeguarding Lead with experience of high levels of need had been recruited to start on 11 February. A deputy safeguarding lead would be recruited internally. In the meantime Charlie Hodge would continue to be the Safeguarding Lead, with the support of Steve Bane for two days per week. | LC |

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| 9.5 | Policies – Reviewed and updated policies recommended for approval by the Principal were as follows: Teaching & Learning and Feedback Policies – approved . First Aid, Health & Safety Policy and Safeguarding Policy – noted (Board approved) | |
| 10 | Student Voice | |
| 10.1 | Student voice taken forward to next meeting for EG to consult on communication to feed into communication plan. | LT |
| 11 | Parent Voice | |
| 11.1 | Taken forward, re communication plan. | LT |
| 12 | Matters for the attention of the Board | |
| 12.1 | <u>AC requested involvement in the Principal/SLT recruitment process.</u> | |
| 13 | Look Ahead and AOB | |
| 13.1 | <i>AC commented on staff morale, suggesting a wellbeing week they had seen at another school e.g. an act of kindness.</i> SA said that some recognition for staff took place at the academy. <u>SA would take this suggestion forward.</u> | |

The meeting closed at 6.50 pm

SWG Meetings – 1 March, 14 June (8.00 – 10.00 am)

AC Meetings – 12 March, 1 May, 26 June (All 4.30 pm – 6.30 pm, with 4.00 pm pre meet)