

# Minutes – City Academy Council

<b>Version:</b>	Final	
<b>Date</b>	17 June 2020	
<b>Location:</b>	Online via Teams	
<b>Time:</b>	5.30 pm	
<b>Present:</b>	Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
	Jon Angell (JA)	Principal
	Ben Pearce (BP)	Student Advocate
	Clare Colvin (CC)	Sponsor Academy Councillor
	Lian Thielen (LT)	Parent Academy Councillor
	Raymond Veira (RV)	Sponsor Academy Councillor
	Aylwin Yafele (AY)	Sponsor Academy Councillor
	Claire Rodgers (CR)	Teacher Academy Councillor
	Joe Secrett (JS)	Sponsor Academy Councillor
	Azmina Mitha (AM)	Support Staff Academy Councillor
<b>Attendees:</b>	Ben Tucker (BT)	Senior Vice Principal
	Linda Corbidge (LC)	Academy Council Clerk
	Sally Apps (SA)	Executive Principal
<b>Apologies:</b>	Abdul Jama (AJ)	Sponsor Academy Councillor
	Sabah Bakali (SB)	Parent Academy Councillor

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	RP thanked everyone present for joining the online meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	None.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the meeting 22 April 2020 were agreed as accurate.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<ul style="list-style-type: none"> <li>JA to arrange for final version of the Prevent Risk Assessment for 2020 on new template to be sent to RP, RP to agree then circulate to AC for noting. RP reported that Caroline Jewson and Aisha were working on a final version.</li> <li>Response to be brought to next meeting re ring fenced Syrian Refugee funding – RP will follow up outside of meeting.</li> <li>All Councillors to complete any outstanding NIMBLE training modules. RP would contact councillors with outstanding training. <b><u>ACTION: LC to send information again on how to access NIMBLE.</u></b></li> <li>JA would arrange for the updated CiC Policy to be published on the website. COMPLETED. <b><u>ACTION: JS will meet Aisha for CiC Link Councillor meeting.</u></b></li> <li>JA will include a note in the next communication to parents around expectations/work. COMPLETED</li> <li>JA/LT to discuss the possibility of LT (parent councillor) supporting home learning.</li> </ul>	<p>LC</p> <p>JS</p>

Item	Description	Action
	<p>LT confirmed that she had agreed a process going forward with JA.</p> <ul style="list-style-type: none"> <li>• <i>Learning Walks to be arranged for new Academy Councillors – <b>ACTION: CC/BT to arrange online training date for new Academy Councillors.</b></i></li> </ul> <p><b>ACTIONS: Taken forward for return to school (due to current pandemic):</b></p> <ul style="list-style-type: none"> <li>• Behaviour Report on how other CLF academies are dealing with behaviour to next meeting (JA)</li> <li>• Focus for next meeting to be work taking place to reduce number of students in The Link (JA)</li> <li>• RSHE policy (JA)</li> <li>• Immersion Day to be arranged, date to be confirmed (RP/JA)</li> </ul>	CC/BT
5	<b>Return to School Risk Assessment</b>	
5.1	<p>The Return to School Risk Assessment had been included with meeting papers.</p> <ul style="list-style-type: none"> <li>• CC (H&amp;S Link) commented that the Health and Safety Section of the Risk Assessment was thorough; CC commented that it had been signed off at Board Level. <b>ACTION: CC to meet virtually with Lucy Ware shortly for a H&amp;S Link Meeting.</b></li> <li>• <b>Councillors questioned staff shielding and staff capacity.</b> JA explained that they were very mindful of wellbeing and mindfulness of staff; a handful of staff were technically shielding. From return to work conversations some staff had expressed concern regarding returning and had been supported to not return to work at present. Staffing levels were not currently an issue as the majority of distance learning was on line although there may be an issue with TA staff numbers when more vulnerable students return.</li> <li>• <b>Councillors questioned if an equality risk assessment had taken place.</b> JA explained that the two part risk assessment included contextual reasons why staff could not return to work; this included consideration for BAME staff.</li> <li>• <b>Councillors asked what training staff had received on health and safety and risk before returning to school.</b> JA explained that staff received a staffing and wellbeing induction video prior to returning to work which included health and safety measures, trauma support and information on support around Black Lives Matter.</li> <li>• <b>Councillors asked if it was known at what point it would become mandatory for students to return to school.</b> JA said no guidance had been received as yet.</li> <li>• <b>Councillors asked if attendance was being monitored.</b> JA explained that attendance was reported on a daily basis to the DfE which was provided as a guide for the DfE to monitor the numbers of children in school nationally.</li> </ul>	CC
6	<b>Staffing and Wellbeing and planned return to school</b>	
6.1	<ul style="list-style-type: none"> <li>• <b>Councillors asked, in light of recent events following George Floyd's death in America, if there was any extra support being provided to students and staff.</b> JA responded that there was a huge amount of work happening at Trust level led by Aisha Thomas (AT). Councillors commented that they were pleased to see the information which had been sent to parents and to students and that positive feedback had been received from parents. Councillors commented that the assembly resources by AT and BP were very good.</li> <li>• <b>In terms of mental health support for staff,</b> JA explained the support available to staff which included a strong Employee Pssistance programme offering mental health support. SLT could also signpost colleagues and counselling sessions could also be offered to staff. <b>ACTION: RP would re-send information which had been issued to parents.</b></li> </ul>	RP

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	<p>Further discussion took place on the trauma being experienced by young people in the community as many had had negative experiences themselves; it was acknowledged that it was a challenging time for them as they were being influenced by external forces. <b>RV recommended frank discussion.</b> SA explained that work had been ongoing within the strategic plan for some time. An Equalities Steering Group (of 25 people) for CLF Trust overall had now been set up chaired by Aisha, with SA and Susie Weaver as Vice Chairs and they had held a good first meeting yesterday. Support would be different for each school. SA commented on the helpful thinking from Aisha and CAB to the Trust. <b>Councillors asked how staff were being trained to have those conversations.</b> JA explained that AT was already putting a plan together which was being led by colleagues who have had experience of the issues. The trauma for young people was also being supported through the recovery curriculum and welfare checks.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked staff members present how they felt about coming back and managing issues.</b> CR commented that SLT had been really supportive to those who have anxieties about coming back to school; going through the wellbeing questionnaire had helped to find out further issues. CR was really pleased with the way return to school had been led.</li> <li>• <b>Councillors asked about the level of Union involvement in the process.</b> JA explained the Union Rep was involved on a weekly basis; the rep had written a supportive statement to members.</li> </ul>	
7	<b>Feedback and questions from Parent Councillors</b>	
7.1	<p>LT gave feedback from parents:</p> <ul style="list-style-type: none"> <li>• The online system for learning was working really well. LT thanked teachers for making great effort to give feedback to individuals.</li> <li>• Parents were looking at what would happen next, asking if there would be increased live interaction with teachers/friends online. See item 9.</li> <li>• LT asked if the school were looking to continue learning during the holidays or if there would be a break. JA said he was conscious of the wellbeing of staff and that a lot of work was required in the building; they were also waiting for Government guidance.</li> <li>• LT said that she was aiming to run an online Parent Café. <b>ACTION: Councillors to contact LT with any suggestions/offers of help.</b></li> <li>• Website – letters/communication from school were clear however accessing the communications were difficult. RP added that website links were not working. JA commented on his ongoing discussions with the website team regarding issues with the new website. <b>ACTION: JA will ensure issues are fed back to the website team.</b></li> </ul>	<p>LT</p> <p>JA</p>
8	<b>Student Voice / Student Advocate</b>	
8.1	<p>BP gave an update on student voice.</p> <ul style="list-style-type: none"> <li>• The pastoral team had been in constant contact with students to monitor welfare and work completed. There had been a lot of response from students on feelings around the Black Lives Matter agenda and the team were very conscious about offering support and guidance in that area.</li> <li>• Year 10s return to school – there had been a lot of smiles on faces as some were welcomed in on Monday; staff were able to check on their wellbeing and ensure work was completed.</li> <li>• Trials of live online learning had gone well.</li> <li>• There had been a slight drop in the amount of work completed in the last week, which was a national picture. Students now want to come back into school as they</li> </ul>	

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	<p>were missing the day to day routine. On return to school there would be challenges around supporting students back into healthy routines.</p> <ul style="list-style-type: none"> <li>• <b>RP commented that she had been impressed with a Year 10 student she had seen on TV.</b></li> <li>• A good response had been received for Head Boy/Girl leadership roles for Year 10.</li> <li>• <b>Councillors asked how vulnerable students were continuing to be monitored.</b> BP explained that the same process, and frequency depending on need, for monitoring vulnerable students was continuing. Almost every student was receiving a phone call at least once a fortnight; if concerns were raised support was put in place.</li> </ul>	
	<b>Academy Council Report</b>	
<b>9</b>	<b>Quality of Education, including curriculum developments</b>	
9.1	<p>JA shared a PowerPoint and briefed councillors.</p> <ul style="list-style-type: none"> <li>• The number of students in the high priority group (HPG) of vulnerable and key worker students was now at 135 and increasing as a result of domestic violence and parents out of work etc. 76 of those students were attending at least once a week and most 2/3 times with bespoke timetable/bubbles for those groups; this included CAB+ (Resource Base) students with learning needs/plans. There were two bubbles for mainstream/SEND in both KS3 and KS4 and members of the EAL Team were running an EAL specific bubble; other KS3/4 groups were following the distance learning timetable. The priority was increasing the HPG. A lot of staff were needed with only 8-10 students in a room.</li> <li>• Distance learning was going well; 65% of students were doing Maths Watch, 55% English. Live lessons were trialling successfully through Teams; 35 students had taken part in an English lesson this afternoon. CR fed back that uptake was much higher for live lessons. CR explained the process for student involvement in Distance Learning in order to ensure everyone was safe.</li> <li>• They were now working towards a timetable of live lessons for Years 9 and 10 and beginning to pan out to other subjects, sharing across the Trust.</li> <li>• Year 10 would be coming in shortly for a 20 minute academic mentoring meeting; students had chosen who they wanted to see to ensure they felt comfortable if they had questions/anxiety about discrimination/BLM. More would be done in the next few weeks to try to alleviate any barriers for coming back to school. Risk assessments were being carried out for the provision of expressive arts lessons, photography, catering, drama and PE as some required specialised course work for assessment.</li> <li>• <b>Councillors asked what was being done to support students with no Internet.</b> JA explained they were still sending out 220 packs of work every week for those students and the Academy was about to take delivery of dongles and laptops following slow action from the government in delivering promised Y10 laptops. There was also a possibility they might be able to allow Year 10 students who did not have access to computers to come in to use computers in school following their mentoring meetings.</li> <li>• JA shared slides showing staffing requirements for both in-school/on-line learning/mentoring. <b>Councillors asked how lunchtimes were managed in school.</b> JA explained the staggered lunch, socially distancing, in bubbles with students staying separate all day. Teachers stayed with the same bubble for the week.</li> <li>• <b>Councillors asked if students not coming into school could have Learning Family time.</b> JA said they were currently exploring ways of doing that.</li> </ul>	

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	<ul style="list-style-type: none"> <li><b>Councillors asked if the school was working with the LA to support the HPG students not coming in.</b> JA explained that it depended on individual circumstances; individualised risk assessments had been completed and shared with LAs where necessary with students receiving two phones calls a week with follow up from other agencies if necessary.</li> </ul>	
<b>10</b>	<b>Achievement and Standards</b>	
10.1	<p>Student Outcomes JA shared information on the Centre Assessed Grades (CAGs) which would be submitted to Ofqual for moderation tomorrow.</p> <ul style="list-style-type: none"> <li>9-5 CAGs were very positive. <b>Councillors asked what impact there had been re ethnicity.</b> JA said the impact had been positive for young black boys/girls and reflected their actual potential. <b>ACTION: Results meeting in September to include an ethnicity breakdown</b></li> <li>Distance learning was being quality assured through each faculty.</li> <li>SLT were working with colleagues to ensure that good quality pastoral conversations took place when students were back in the building, with ongoing trauma support. The Recovery Curriculum was being planned as an Academy and a trust.</li> </ul>	JA
10.2	<p>Pupil Premium and Children in Care</p> <ul style="list-style-type: none"> <li><b>Councillors asked what specific actions were going to take place to support Pupil Premium and CiC pupils.</b> JA explained there would be a focus on literacy for all students; staff CPD was already in place to upskill in those areas.</li> </ul>	
<b>11</b>	<b>Safeguarding</b>	
11.1	<p>The Term 5 Safeguarding Report and Notes of Safeguarding Visit had been shared with councillors.</p> <ul style="list-style-type: none"> <li>RP briefed on highlights of the Visit Report; <ul style="list-style-type: none"> <li>The meeting had been very positive and the team had done very good work to keep up with vulnerable students. RP emphasised the need, on return in September, to equip all staff to pick up concerns quickly.</li> <li>RP had reviewed both the LA and CLF audit; the focus for next year would be issues around mental health strategy, bullying and young carers.</li> <li>There had been a rapid review of a safeguarding case by the Safeguarding Partnership Board that involved some students in school resulting in the outcome that the school had followed the right procedures and the students were safe.</li> <li>The increased risk of exploitation (criminal in particular) whilst young people were not in school would need to be dealt with very strongly next term; both audits had shown our systems are really strong.</li> </ul> </li> <li>JS commented that both Learning Partnership West and Barnardos had been looking at supporting children at risk of CSE. <b>JS offered to talk through support with targeted interventions.</b> <b>ACTION: JS to contact Safeguarding Team to offer support in this area.</b></li> </ul>	JS
<b>12</b>	<b>Finance, Health &amp; Safety and Estates</b>	
12.1	<p>JA shared information on the budget:</p> <ul style="list-style-type: none"> <li>The budget for 2020/21 met financial rules and had now approved by Board.</li> <li>The Academy had been asked to take 240 Year 7s next year which is possible due to lower numbers next year in Year 11. As a result there was a need to increase staffing, with a 0.6 Art Teacher role to be recruited. Staffing and budget for</li> </ul>	

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	<p>expressive arts, catering and music would increase; a Product Design teacher had already been recruited and the product design room would be re-equipped.</p> <ul style="list-style-type: none"> <li>The counsellor's hours would increase to 4 days per week plus there was some funding for intervention work. <b><i>RP offered to discuss intervention support around therapeutic interventions that are more culturally appropriate than counselling for minority ethnic communities.</i></b> <b><u>ACTION: RP to contact JA re intervention support.</u></b></li> <li>Non-teaching recruitment was ongoing; 4 x TAs were required to replace colleagues who had gone on to do teaching training. The Academy was also looking to employ an Admissions Officer (which would free up Carrie-Ann Palmer to do more parental engagement work) and a Sports Technician was required to support PE due to timetabling changes.</li> <li>JA said the budget was in a healthy financial place having taken account of the staff required and reduced lettings income next year to Covid.</li> <li><b><i>Councillors asked what had worked well during Covid-19 restrictions.</i></b> JA responded that due to the success of the online provision, providing it was possible to broaden the online provision to more students, it was likely home online learning would increase. It could also provide opportunities to offer subjects being delivered at another school and open up the ability to offer different provision for vulnerable students. Children have also had to develop independent learning.</li> </ul>	RP
<b>13</b>	<b>Governance</b>	
13.1	Councillors discussed the possibility of completing the Learning Walk Training remotely. <b><u>ACTION: CC/BT will come back with dates.</u></b>	CC/BT
<b>14</b>	<b>Policies</b>	
14.1	<ul style="list-style-type: none"> <li>Councillors <b>noted</b> the updated CLF Exclusions Policy. <b><u>ACTION: RP will follow up her query on the policy re Equality Impact Assessment.</u></b></li> </ul>	RP
<b>15</b>	<b>Matters for the attention of the Board/COAC</b>	
15.1	None.	
<b>16</b>	<b>AOB</b>	
16.1	Careers - <b><u>ACTION: Councillors requested a presentation on Careers Work from the Careers Link (AY) at the next meeting.</u></b>	AY

The meeting closed at 7.30 pm.

**Next meetings: This year's Board and AC Results Review and Strategy meeting takes place during the morning of Saturday 19<sup>th</sup> September 2020 (usually 9am to 12.30pm but timings will be confirmed). This meeting acts as the first scheduled AC meeting of the year and is an opportunity to hear about federation wide results as well as the detail of your own academy. More information will follow as soon as possible to advise if this will be a virtual event.**