

## Minutes – City Academy Council

### Version:

**Date** 17 November 2021

**Location:** Online via Teams

**Time:** 5.00 pm

**Present:** Ruth Pickersgill (RP) Sponsor Academy Councillor (Chair)

Clare Colvin (CC) Sponsor Academy Councillor

Abdi Mohamed Sponsor Academy Councillor

Ben Pearce (BP) Student Advocate

Claire Rodgers (CR) Teacher Academy Councillor

Lian Thielen (LT) Parent Academy Councillor

Joanna Tomlin (JT) Sponsor Academy Councillor

Ben Tucker (BT) Interim Principal

Raymond Veira (RV) Sponsor Academy Councillor

**Attendees:** Kelly Jefferies (KJ) Assistant Principal  
Linda Corbridge (LC) Academy Council Clerk

**Apologies:** Sabah Bakali (SB) Parent Academy Councillor  
Sally Apps (SA) Executive Principal  
Aylwin Yafele (AY) Sponsor Academy Councillor

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Introductions were made by RP. Councillors congratulated BT on his appointment as Principal.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	There were no updates to declarations of interest.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the meeting held 6 October 2021 were agreed as accurate. See notes of councillor breakfast meeting attached.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<i>4.6 RP to arrange meeting with local agencies and CJ/SQ to ensure that Prevent partnership is working to assess local risk – ACTION: Taken forward for meeting to take place with local agencies re Prevent partnership.</i>	RP
4.2	<i>4.8 Arrange councillor immersion day for November – immersion visits are currently on hold due to rise in COVID cases. RP advised that link visits could continue.</i>	
4.3	<i>4.12 RP/JT to contact Sam Ilett re CiC termly reviews – JT cannot complete the report for last year. ACTION: BT will liaise with Catherine Hickey on CiC Report and ask SI to contact JT to go through the report before the next meeting. ACTION: JT/RP will meet with SI in December and report to next meeting.</i>	BT JT/RP
4.4	<i>5.2 All councillors to confirm their link roles and organise at least one learning walk for the year and to let CC know their subject request - See Item 5.2.</i>	
4.5	<i>5.3 All councillors to complete their Nimble training online asap. ACTION: Councillors to email the clerk asap if Governance Essentials is not showing on Nimble under Core Additional.</i>	All
4.6	<i>6.2.2 Update on impact of Behaviour Policy on exclusion to next meeting – See item 12.6.1</i>	

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4.7	9.1 Arrange for feedback from Parent Survey to go to Parent Councillors and arrange a meeting to discuss the Parental Strategy – see Item 7.1	
4.8	10.2.1 & 11 Send BT information and contacts re range of support for students and details for Public Health contact who works with minority communities locally to see if Community Covid Champions can help. Completed.	
4.9	12.3.1 CC to share H&S Link visit and policy feedback – CC had not undertaken a H&S Visit this term. CC was happy with the H&S Policy.	
	<b>Questions from the Academy Council</b>	
<b>4.10</b>	<b>Do we know how the vaccine programme is doing now?</b>	
4.10.1	There are not many students missing school to go for the vaccine so the assumption is that there is still a low take-up. We have met with Somali groups. There is only one case of COVID in school at present. The COVID risk assessment has been updated on advice from Public Health England (PHE). RV advised that there is a Saturday clinic at the Malcolm X Centre. Councillors noted that it was now easier for local people to walk into places in the community to have the vaccine.	
<b>5</b>	<b>Governance</b>	
5.1	<b>Membership</b> – RP welcomed AM to the council. Discussion took place on the continuing vacancy for a support councillor. RP asked if it would help if a councillor came into a staff briefing – <b><u>ACTION: BT will promote again and RP will find someone to talk about the vacancy at a staff briefing.</u></b>	BT RP
5.2	<b>Councillor Visits</b> – RP reported that the breakfast meeting had gone well, although not everyone had been able to attend. Following discussion, it was agreed to alternate start time at 8am and 9 am. <b><u>ACTION: Councillors to add breakfast meetings to calendars: 3 February at 9 am, 5 May at 8 am, 23 June at 9 am</u></b>	All
5.3	<b>Link Roles</b> – Following discussion link roles for this year were agreed: Children in Care – JT; Health & Safety and Pupil Premium – CC; Safeguarding, SEND and PSHE&RSE – RP; CEIAG – AY; Community Engagement – RV; Attendance and Behaviour – AM; Teaching and Learning CC & JT. <b><u>ACTION: RP would discuss the EDI link role with AY.</u></b>	RP
5.4	<b>Training</b> – See Item 4.5	
<b>6</b>	<b>CEIAG Link Councillor Report</b>	
6.1	<b><u>ACTION: BT will follow up CEIAG report with RM.</u></b>	BT
<b>7</b>	<b>Feedback and questions from Parent Councillors/ Parent Engagement</b>	
7.1	LT reported that a successful meeting had taken place on parent strategy looking at data from last year. Hinda, the Family Support Worker, is organising the first parent coffee morning next week. LT said that Hinda is doing great work getting parents into the school. RP commented that she could see the difference the Family Support Workers are making in the school – BT said they are making a real difference to the Academy.	
<b>8</b>	<b>Community Engagement Update</b>	
8.1	RP reported that the meeting will take place tomorrow; a lot of the community are asking to join the meeting. BT commented that he had found the first meeting really useful to meet community groups. Where there have been issues in the community they have now been able to come in and talk to BT. It feels really positive, is helping us reduce some of the tensions in the community and increasing the trust with the school.	
<b>9</b>	<b>Staff feedback</b>	
9.1	CR commented that staff briefings are useful. There is nothing major to report.	
	<b>Questions from the Academy Council</b>	
<b>9.2</b>	<b>How is the school managing through supply/staff absence?</b>	

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9.3	Before half term we were struggling with supply as COVID cases are high in Bristol but so far this term it hasn't been manageable. We now use one company (via CLF) for all our supply although we have fed back that we have found it more difficult than using our previous agencies. There seems to be a shortage of supply teachers and quality is variable.	
9.4	<b>Does the amount of supply have an obvious impact on behaviour issues?</b>	
9.4.1	Yes, if we have over 2 or 3 supply teachers the school feels different. One consideration is to have one or two supply teachers of our own so they can build relationships with students. We are also asking Heads of Faculty to support each supply teacher.	
10	<b>Update on Student Voice Work</b>	
10.1	BT explained the student voice process for the new councillor. BT assured councillors that meetings have gone ahead. Ongoing actions for Student Voice were discussed and actions agreed.  <u><b>ACTION: BT will meet with BP to formalise student voice feedback.</b></u> <u><b>ACTION: BP will share report on behaviour from last meeting and the report for this meeting later this week.</b></u> <u><b>ACTION: BP will arrange a meeting with students prior to the breakfast meeting at 8-9 am on 3 February.</b></u>	BT  BP  BP
	<b>Questions from the Academy Council</b>	
10.2	<b>Will you be asking for suggestions from students on behaviour policy?</b>	
10.2.1	Yes, we will be.	
11	<b>Safeguarding and SEND</b>	
11.1	<b>Safeguarding</b>  RP highlighted areas from the Safeguarding Visit Note which had been shared: <ul style="list-style-type: none"> <li>• Key message is the need for a longer-term plan for the sustainability of the safeguarding function.</li> <li>• There are issues around staffing to ensure that enough people are trained at the right level for the number of safeguarding issues. There has been a huge increase in the number of incidents that the over stretched team are dealing with. Some of the rise in incidents is due to better awareness so recording more concerns however all schools are reporting an increase in issues and a huge increase in mental health concerns. This needs to be a priority.</li> </ul> BT responded that in June there had been 3 Deputy Safeguarding Lead (DSL) members of staff, now there are 24 (I am not sure this is right currently -please can you check with Caroline how many have done DSL training? with another 4 trained this week. Capacity had increased, with a DSL from Bristol Brunel Academy and BT has met with the Executive Principal to try to find more capacity from our other schools, although this is difficult as others are also seeing a rise in issues. We have not known safeguarding incidents as high as this before. This week we will need to think about getting someone else in to meet increased safeguarding concerns, and the reporting that follows. There has been a huge increase in First Response referrals. There is an increasing amount of tension and violence around the city at present. <b>RP commented that councillors will need to keep a close eye on safeguarding and the capacity to deliver.</b>	
11.2	<b>SEND</b>  The SEND Annual Report had been shared. Priority actions for the year need to be added. <u><b>ACTION: Councillors requested that SEND should be the theme of the next breakfast meeting.</b></u> BT reported that SEND places were a challenge for Bristol and for the academy; there had been 45 consultations since September. Further discussion took place on the huge	BT

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	<p>pressure on the school when there were already capacity issues. The shortage of special school places resulted in children being sent to the academy and other mainstream schools. The number of SEND students with Education Health Care Plans (EHCPs) has increased with more expected; we need to think about capacity in SEND. RP commented that she did not think the number of children with SEND that each secondary school takes were consistent across the city and the LA should be taking this into account.</p> <p>BT commented on the enquiry for the Beacon Centre to become another SEND resource base for the city. BT said the Beacon Centre was a good space to provide for the existing SEND students at the academy, who need more space. Councillors agreed on the need to provide for the children already at City Academy.</p> <p>Councillors <b>agreed</b> the SEND Annual Report.</p>	
	<b>Questions from Academy Council</b>	
<b>11.3</b>	<b>The City Council are looking for schools to expand - is there potential for school places in general to be increased at the academy?</b>	
11.3.1	<p>We have architects coming in to re-design some of the spaces and produce initial plans to re-design some of the office spaces to increase teaching space. We are also looking at installing some unisex toilets in order to provide more toilets; this needs to be done carefully with some purely boy/girl bathroom remaining and keeping some bathrooms for washing/preparing for prayer. RP commented that there needed to be a discussion with Rizwan regarding cultural aspects of unisex toilets.</p> <p>We also need to increase our capacity for serving food. Over 50% of students eat with us during the week. At present only 60% of students receiving free school meals (FSM) are having meals with us with the others either bringing food in from home or not eating. RP commented that this was discussed in the breakfast meeting and is an area we need to look at – capacity to eat is just as important as capacity for learning. This has such an effect on behaviour and attendance.</p> <p><b>ACTION: BT will share the plans with AC to give an idea of possibilities – councillors to email BT with any thoughts.</b></p>	BT All
<b>12</b>	<b>Academy Council Report</b>	
12.1	<b>Health and Safety</b> Councillors <b>adopted</b> the updated Health & Safety Policy.	
	<b>Questions from the Academy Council</b>	
<b>12.2</b>	<b>How are we managing the Covid situation and keeping students and staff safe?</b>	
12.2.1	We are continuing to manage the situation to ensure students and staff stay safe. This term, due to the increased risk we are asking students and staff to wear masks around the academy until the end of this year.	
<b>12.3</b>	<b>What is in place to mitigate the loss of learning during Covid? What are the predictions for the Summer results?</b>	
12.3.1	Year 11 Mocks have just finished; we will have a good idea of how they went this Friday. The expectation is that Maths is in a very good place. Written subjects that we would have normally spent time on extended writing in class is where we will have more work to do.	
<b>12.4</b>	<b>What is the catch-up money being spent on?</b>	

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12.4.1	Some of the recovery premium will spend on an Attendance Administrator. We are also spending on support for catching up students' reading ages. A lot of Pupil Premium (PP) money is spent on reducing teachers' teaching allocations to enable them to have faculty planning time.	
12.5	<b>Can we use any of the catch-up money to pay for some students to attend the Saturday supplementary schools who have English, Maths and Science teachers from local schools delivering in groups of 2 or 3 students?</b>	
12.5.1	We would be happy to try, and we have also talked about providing space in CAB for a network of graduates to come in from the University of Bristol to support students.  Discussion followed on communicating with parents to support students coming into school early in the morning to receive support from the network of graduates. BT commented that there needs to be a balance of providing extra support and ensuring we don't cause extra anxiety; using the right language around this is important. RP commented that the support needs to be clear and focussed, targeted to individuals where extra support is needed. BT said that a lot will become clearer with the mock results. The academy had worked hard to ensure all students had the use of a dongle and laptop where needed.	
12.6	<b>What actions have been taken to reduce exclusions? How are the new Behaviour processes impacting?</b>	
12.6.1	The Behaviour Policy is being revised; there will be a focus on behaviour at the Inset Day in January when we will be making it clear what the expectations are. One question to pupils in student voice will be what should the rules around mobile phones be? RP commented that it is also good to engage parents in the behaviour discussion. Clear rules and messages need to go out through Principal forums and messages to parents.	
12.7	<b>Are students productive when sent out of class and in detention?</b>	
12.7.1	BT explained the process in detention and the follow up by the pastoral support system.	
12.8	<b>What actions have been taken to reduce exclusions?</b>	
12.8.1	We are pleased with the lower number of exclusions in the first term. We are seeing less phones/filming and students thinking more of their identity – it feels like we are progressing on this.	
12.9	<b>Update on progress on EDI Objectives?</b>	
12.9.1	This is part of the research about diversifying our workforce. <u><b>ACTION: BT/RP will meet to discuss equality objectives then bring to the next meeting for approval before publishing.</b></u>	RP/BT
13	<b>Risk Register</b>	
13.1	<u><b>ACTION: BT – will meet with RP/CC to update the Risk Register ahead of the next meeting.</b></u>	BT
14	<b>Any Other Business</b>	
14.1	RP explained that she would be asking councillors to meet with BT in January to discuss and be involved in the Academy Improvement Plan.	

The meeting closed at 6.35 pm.

**Next Meetings: 9 February 2022, 11 May 2022, 29 June 2022**