

Minutes – City Academy Council

Date 29 June 2022

Location: City Academy

Time: 5.00 pm

Present:

Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
Ben Tucker (BT)	Principal
Sally Apps (SA)	Executive Principal
Ben Pearce (BP)	Student Advocate
Claire Rodgers (CR)	Teacher Academy Councillor
Aylwin Yafele (AY)	Sponsor Academy Councillor
Lian Thielen (LT)	Parent Academy Councillor
Clare Colvin (CC)	Sponsor Academy Councillor (Vice Chair)
Imrana Bashir (IB)	Parent Academy Councillor
Joanna Tomlin (JT)	Sponsor Academy Councillor
Lucy Sibbald (LS)	Support Staff Councillor

Attendees: Linda Corbidge (LC) Academy Council Clerk

Apologies: Leah Dowty Observer (until COAC approved)
Abdi Mohamed (AM) Sponsor Academy Councillor

Absent: Raymond Veira (RV) Sponsor Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed Imrana Bashir, the new Parent Academy Councillor and Lucy Sibbald, the new Support Staff Councillor. Introductions were made by all present.	
2	Declarations of Interest	
2.2	There were no verbal declarations of interest made for this meeting. There is one outstanding written declaration which is being followed up.	
3	Minutes of Previous Meetings	
3.1	The minutes of the meeting held 11 May 2022 were approved as a true copy.	
3.2	Breakfast meeting notes will be added to Teams folder.	
4	Matters Arising	
4.1	<i>Chair will follow up with councillor for outstanding Declaration of Pecuniary Interests</i>	
4.1.1	<u>ACTION: RP will check with LC if complete.</u>	RP
4.2	<i>All Councillors to arrange at least one learning walk next term if not completed on the Immersion Day. Contact Colleen to arrange.</i>	
4.2.1	<u>ACTION: Councillors to contact Colleen to arrange a learning walk either this term or Term 1 next year.</u>	ALL
4.3	<i>Non-attendance at EID really impacts on the school (50%) - RP will contact the local MP as this is indirect discrimination, CC will feed back to the DfE.</i>	
4.3.1	RP has followed up with local MPs. RP will feed back when information available.	
4.5	<i>BT to bring workforce ethnicity data for last few years to next meeting.</i>	
4.5.1	<u>ACTION: Workforce ethnicity data to be shared with next Equalities Group.</u>	BT

Item	Description	Action
4.5.2	<u>ACTION: BT will provide joiners/leavers ethnicity data in future reports.</u>	BT
4.6	Staff survey and exit interviews were discussed regarding provision of data. BT provided reasons for staff leavers which reassured councillors that most were due to further opportunities. <u>ACTION: Staff survey results to come to next meeting</u>	BT
4.7	<i>Parents are concerned that children have not got more of a quiet area during breaks - BP will look into request for two parents to work on an area of the garden.</i>	
4.7.1	BP reported that gardening activity is taking place and also meetings with students. The Eco team are also looking to create a space for students. BT explained the focus for September on providing activities for students during break times.	
4.7.2	<u>ACTION: Councillors requested communication to parents about provision</u>	BT
4.8	<i>BT to pass on thanks to staff for all the hard work staff are doing covering extra lessons/provision of free breakfast.</i>	
4.8.1	Free breakfast to take place.	
4.8.2	<u>ACTION: RP/BT to agree when the free 'thank you' breakfast for staff will take place</u>	RP
4.9	All other actions were agreed as completed.	
5	Governance	
5.1	Membership	
5.1.1	RP explained that three councillors are stepping down at the end of the academic year (AY is moving to another area; BP to another school and CC due to other commitments). Leah Dowty will be recommended for appointment as a new sponsor councillor at the next COAC meeting. RP will seek another sponsor councillor for the remaining vacancy.	
5.1.2	<u>ACTION: BT will discuss Student Advocate role vacancy with member of staff</u>	BT
5.2	Link Roles	
5.2.1	It was agreed that discussion on link roles would take place in September following new appointments.	
6	Feedback from Councillor Immersion Day 23 June	
6.1	RP reported on the Immersion Day, highlighting: <ul style="list-style-type: none"> • Good attendance by councillors • Session on data – recommendation to request central data provision specifically for academy councillors. Will start conversations around results/data at September review meeting. • The budget was discussed. • A review of how the Council is working was carried out. • Lunchtime with students was useful <p>It was agreed that the next Immersion Day would take place earlier in the next academic year as it had been delayed this year due to the pandemic.</p>	
6.2	Discussion took place on the value of the breakfast meetings which enabled subjects to be covered in more detail. Timing of these meetings may change to twilight – to be discussed with councillors next year. <u>ACTION: RP to ask Councillors for preferred timings</u>	RP
7	Parent Engagement	
7.1	Parental Strategy	
7.1.1	BT updated that 240 offers had been sent out and 180 students had accepted so far. The Y6 induction day for students and parents is booked which will cover uniform and other induction information. An information sheet will also be provided.	

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7.1.2	<u>ACTION: BT will share revised parental strategy document at next meeting.</u>	BT
7.1.3	Councillors discussed the need for clarity around communication with parents with clear information around bullying, complaints and responses. Information should also be clear on the website. BT reported that the school had registered for the Anti Bullying Alliance.	
	Questions from Academy Council	
7.1.4	Why are there so many suspensions and how can we make it clear to parents on the day what is happening and what their responsibilities and those of the Academy should be?	
7.1.5	We are looking at clarity and speed of communications around suspensions regarding phone calls and advice letter.	
7.1.6	What processes are we putting in place regarding steps to reintegrate pupils back into school after the suspension?	
7.1.7	I am happy to meet to explore the issues around that in more detail.	
7.1.8	Has there been an increase in suspensions?	
7.1.9	There has been a huge increase nationally. We have worked across the Trust to unpick the reasons for the increase in suspensions. There has been a huge rise in Covid needs and behaviours which lead to suspensions, many resulting from young people not socialising during the pandemic. Schools are having to increase focus on maintaining safety in schools. The increase at CAB was discussed in the Academy Review Visit yesterday. It is also due to a focus on uniform expectations - we are training staff to challenge in a positive way.	
7.1.10	Can we have suspension data to always include a comparison to CLF and national?	
7.1.11	I have requested an Academy Councillor Dashboard which will include appropriate data going forward.	
8	Community Engagement Update	
8.1	RP gave feedback on the recent meeting: <ul style="list-style-type: none"> • Not well attended, possibly because it was an afternoon meeting for first time • It provided local context to PSHE (presentation by Tom Fudge). • Request for more specialists teaching PSHE/invite community groups to support • Request for more frequent small meetings to look at aspects of PSHE • Particular issues were raised re SRE and also mixed classes which will be followed up 	
9	Staffing/Wellbeing	
9.1	BT reported that: <ul style="list-style-type: none"> • It had been a difficult year. • Y11 staying in school during exams and for revisions sessions had been difficult to manage. • Staff are optimistic for new plans and structures being put into place for September. 	
	Questions from Academy Council	
9.2	Is that the policy for Y11 to stay in school during exams?	
9.2.1	All students were asked to stay in school for safeguarding and to support students experiencing disadvantage. SA said this is the usual practice across the CLF. BP commented on the importance of the Federation communicating and planning well for next year, as becomes difficult when Y11 don't want to be in school. Discussion followed	

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	on anxiety around exams this year and the different experience students have had this year with teacher absence through Covid.	
9.3	Is there feedback from the staff mental health team on what staff want/need to support staff wellbeing?	
	The lead for mental health is LS with CH having strategic lead and they will look at staff as well as pupils	
9.3.1	<u>ACTION BT will bring staff survey to next meeting.</u>	BT
10	Student Voice	
10.1	<p>BP fed back student voice</p> <ul style="list-style-type: none"> • More PHSE sessions requested and deliverers to be specialist trained. • Some classrooms for teaching PSHE are not suitable (eg Science labs). • Case studies helpful. • Students want mixed gender sessions with some offered for different genders depending on subject covered. Y7 and Y8 have enjoyed being mixed gender this year which was surprising. • Safeguarding data is being used to differentiate delivery in some groups depending on need. <p>SA commented that it is important to plan PSHE using student voice to ascertain where it might be necessary to have a safe space (e.g. girls only group looking at sexual harassment).</p>	
11	Academy Council Report	
	The following papers had been shared: <i>Academy Council Report; AC End Destinations CAB Post16; AC June CLF Suspension and PEX Blackbox Secondary 21-22; AIP, CLF Secondaries Weekly Attendance 21-22; Learning Modes; Risk Register.</i>	
11.1	Attendance	
11.1.1	<p>BT highlighted:</p> <ul style="list-style-type: none"> • Confident that the structure is right for next year with some things already beginning to be put in place e.g.emphasis on correct uniform. • Attendance remains a challenge - before half term attendance dropped to below 80%. Public Health England contacted the school to check that we were continuing with cleaning etc, which we have done, as there are still concerns form paretns re Covid. Attendance this term is now 90%. • Persistent absence – there have been some successes this term as a result of a lot of work with BCC. • There are a lot of staff absence as a result of the Covid resurgence. 	
	Questions from Academy Council	
11.1.2	Do we know why our attendance is lower than other CLF schools?	
11.1.3	All CLF school attendance has fallen. We are doing a lot of the same as schools with higher attendance and are confident with our systems – we need increased focus on the systems. Letters and increased contact with parents are being sent to encourage students who are going away to return on 2 September.	
11.1.4	Have you thought of offering other options regarding holiday requests?	
11.1.5	SA replied that CLF try to ensure holidays line up with other local Councils as families may have one child in Bristol school and another in South Glos. . We reflect that attendance is the same as across Bristol but needs to be better. We are doing the right things but need to do them better.	
11.1.6	How aware are students of the impact of their non-attendance?	

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11.1.7	Students are aware; there are frequent discussions in assemblies etc.	
11.2	Destinations	
11.2.1	BT had shared a report on destinations. BT highlighted that: <ul style="list-style-type: none"> • There were only four students with no destinations at present. • There as a focus on those students who won't be leaving without an appropriate destination. 	
11.2.2	Councillors requested a report in October with a breakdown of data as destinations can change during that timeframe and many student leave their post 16 placements in the first term.	
11.2.3	<u>BT will provide October destination report.</u>	BT
12	Risk Register	
12.1	BT highlighted items following meeting with CC to review the Risk Register: <ul style="list-style-type: none"> • Planning permission has been received for green fencing around the front as this is need for site security. • Recruitment and retention of staff around difficulties with recruitment of English and Product Design teachers, and chefs. 	
12.2	Following discussion regarding the difficulty finding a chef and the provision of multi-cultural food at the Academy, Councillors recommended taking positive action to advertise for a chef form a minority ethnic background who is experienced in creating more multi-cultural menus.	
13	Safeguarding, SEND and CiC	
13.1	Safeguarding	
	<i>End of Term Report Term 5 had been shared.</i>	
13.1.1	RP commented that she was pleased to see that safeguarding incidents have significantly reduced this term from 499 in Term 2 to 249 in Term 5. Bullying incidents have also significantly reduced over the previous two terms. It is positive to see that Y7 seem to have settled down with fewer incidents which shows in the safeguarding data. BT responded that moving an extra pastoral support worker from Y11 to Y7 has helped. This will be considered again next year.	
13.2	SEND	
13.2.1	BT updated that a new SENCo will be joining in January to replace Nik Hobson who is leaving at the end of the year. BT will be seeking support in the meantime from two trained SENCos in the school. SA is also looking for support from SENCos at other CLF schools to help with technical aspects of the role until January. BT commented that the Academy had not had a consistent SEND case worker form the Local Authority for a long time; discussions are under way to support this. The new head of the Resource Base will also be trained as a DSL which will add capacity to safeguarding.	
13.3	Children in Care	
13.3.1	JT is the link and has meeting for shortly. There will be a new lead for Children in Care next term . It was noted there were only three Children in Care at the Academy unless others join Y7.	
14	Health & Safety	
14.1	BT had shared the Health & Safety Report, highlighting: <ul style="list-style-type: none"> • The new Health & Safety Representative for the Federation has visited and is happy with what he has seen. • A new link councillor is required for next year. 	

Item	Description	Action
15	Policies	
	<i>The draft Behaviour Policy had been shared.</i>	
15.1	The draft policy was considered by Councillors but not approved, as they noted that further work will be carried out shortly involving the Behaviour Hub, audit of behaviour and BT working with Bristol Met on developing a more trauma informed policy. Councillors discussed changing the name of the policy to focus on creating a positive culture, and requested review of the policy be taken forward to incorporate the changes.	
15.2	<u>ACTION: Councillors to email BT with any suggestions for policy</u>	BT
15.3	<u>ACTION: Policy to be taken forward to next meeting for approval, following update.</u>	BT
15.4	When can we have input into the AIP and Behaviour Policy?	
15.5	<u>ACTION: BT will invite councillors to join the next SLT meeting to discuss AIP which will include behaviour.</u>	BT
15.6	<u>ACTION: Presentation on Behaviour Hub to be agenda item for November meeting.</u>	BT
16	Any Other Business	
16.1	Councillors discussed under representation amongst staff leadership roles suggesting that with the change in structures there could be opportunity for positive action. This could include targeting under representative groups with staff development and support. <u>ACTION: Equalities meeting to look at this at the beginning of next term.</u>	RP
16.2	RP thanked Ben, Aylwin and Clare for all the work they have done for the Academy Council. Thank you to all staff for their hard work during this difficult year.	

The meeting closed at 7.05 pm.

Next Meetings:

CLF Board and Academy Council Results Review meeting Wednesday 21 September 2022 from 5 – 8pm

CAB	Weds 5.30 - 7.30pm	
AC1	21 Sep 22 (5-8)	
AC2	5-Oct-22	
AC3	30-Nov-22	
AC4	8-Feb-23	
AC5 (amended date)	26-Apr-23	wed
AC6	28-Jun-23	