

Minutes – City Academy Council

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| Date | 29 November 2023 | |
| Location: | City Academy | |
| Time: | 5.00 pm | |
| Present: | Ruth Pickersgill (RP) Ben Tucker (BT) Cameron Shaw (CS) Leah Dowty (LD) Claire Rodgers (CR) Joanna Tomlin (JT) Sejal Patel (SP) Jason Clarkson (JC) Mahalah Katz (MK) Abdul Malik (AMa) | Sponsor Academy Councillor (Chair) Principal Executive Principal Sponsor Academy Councillor (Co Vice Chair) Teacher Academy Councillor Sponsor Academy Councillor (Vice Chair) Sponsor Academy Councillor (Co Vice Chair) Student Advocate Sponsor Academy Councillor Sponsor Academy Councillor |
| Attendees: | Linda Corbidge (LC) Catherine Hickey (CH) Cassie Tapper (CT) Donna Taylor (DT) | Academy Council Clerk Vice Principal (Observer – Elected Parent Academy Councillor) (Observer – Elected Parent Academy Councillor) |
| Apologies: | Abdi Mohamed (AMo) | Sponsor Academy Councillor |

| Item | Description | Action |
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| 1 | Introductions | |
| 1.1 | RP welcomed councillors to the meeting. | |
| 2 | Declarations of Interest | |
| 2.2 | There were no verbal declarations of interest made for this meeting. | |
| 3 | Minutes of Previous Meetings | |
| 3.1 | The minutes of the meeting held 11 October 2023 were approved as a true copy. | |
| 4 | Matters Arising | |
| 4.1 | <i>Clerk will remind new councillor to complete training module.</i> Reminders have been sent to those outstanding. | |
| 4.2 | <i>BT will bring post 16 destination data to next meeting for comparison with this year's data.</i> Completed. | |
| 4.3 | <i>BT to meet with new parent councillors to go through plans including a new Bromcom App and bring updated strategy to next meeting. See later item.</i> | |
| 4.4 | <i>BT will ask JC to share pupil voice from low attenders at next meeting. See later item.</i> | |
| 4.5 | <i>BT to forward details for Science teacher vacancy to LD.</i> BT reported that the Academy have now recruited a Head of Science and will be recruiting another Science teacher shortly. | |
| 4.6 | <i>Agree CiC Policy and Annual Report on next agenda.</i> <u>ACTION: Policy taken forward to next meeting</u> | BT |
| 4.7 | <i>BT to organise a staff breakfast for Friday 8th December.</i> Arranged for 8 th December - Academy Councillors were encouraged to attend. | |

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| 4.8 | RP to take concerns around councillor recruitment to Head of Governance, Recruitment Team and COAC. CS to also raise. Concerns have been discussed with Head of Governance. | |
| 4.9 | Clerk to diarise a focussed discussion around EAL for a future agenda. ACTION: Taken forward to next agenda | LC |
| 4.10 | Councillors requested breakdown of SEND spend including notional spend. RP/BT to look at budgets. ACTION: BT/RP will meet to discuss – taken forward. | BT/RP |
| 4.11 | RP to arrange a meeting with AMa to discuss actions regarding Pakistani student absence. ACTION: Taken forward to meet before next meeting | RP |
| 4.12 | BT to provide an update on final destinations for Y11 at the next meeting. Completed - agenda item. | |
| 4.13 | Link councillor for PP to arrange a link visit/meeting to discuss PP report further. Change of roles at the academy has resulted in postponement of the meeting. BT explained that there will be a re-structure for staff member responsible for PP and T&L; Colleen Litchfield will link with LD in the meantime. ACTION: LD will arrange a meeting with CL next term to review Pupil Premium. | LD |
| 4.14 | RP to feed back to CLF on the Safeguarding Policy equalities impact assessment and other concerns regarding the online training to the safeguarding team. RP had fed back concerns. | |
| 4.15 | BT to add a diary of events to end of the report. Included in report. | |
| 5 | Governance | |
| 5.1 | Membership | |
| 5.1.1 | RP welcomed the newly elected parent councillors, Cassie and Donna (<i>who are observers until recruitment checks complete</i>) and Mahalah, the new Sponsor Councillor. | |
| 5.1.2 | Support staff vacancy – BT advised that a staff member may be interested as there had been no nominations received. ACTION: BT to follow up on Support Staff vacancy. | BT |
| 5.2 | BT gave an overview of recommendations from the Academy Review Visit which included focus on: <ul style="list-style-type: none"> • Reading Programmes to raise literacy levels. • High attainers • Staff wellbeing • Middle leadership. • Continue to develop narrow and broad SEND provision. • Attendance • Continue to invest in personal development. • Seeking to achieve Outstanding Ofsted grade | |
| 6 | Parental Engagement & Community Engagement Updates | |
| 6.1 | BT reported that parental strategy had been discussed at the parent meeting. Actions will be: <ul style="list-style-type: none"> • Parent app development by end of this academic year • Reception- reorganisation of layout focus • Parent Councillor visibility and communication with the community | |

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| 6.2 | The Community Engagement Network had been postponed due to the Barton Hill House evacuation. | |
| 7 | Link Councillor Visits/Learning Walks | |
| 7.1 | Safeguarding - RP referred to the Safeguarding Visit Note which had been shared. Increase in overall safeguarding incidents on last year- particularly relating to mental health and peer on peer . Processes are sound and serious incidents well managed in her view. | |
| 7.2 | <p>Does analysis show that some of the safeguarding concerns are caused by events? There are concerns around involvement in CCE (child criminal exploitation). RP commented that there are increased incidents in the community relating to criminal activity with peer pressure. RP will look at more detailed analysis.</p> <p>BT provided an update on the increased safeguarding knowledge and skills in the Academy for staff to listen to student concerns. Another Deputy Designated Safeguarding Lead (DSL) is also starting shortly.</p> <p>RP commented that it hard to know if increased reporting of incidents actually means increased incidents or that pupils feel more confident they can disclose to trusted adults in the school.</p> | |
| 7.3 | <p>Do you have peer disclosures? Yes, more than we would have thought. There is good work being done in PSHE which is having an effect on the number of disclosures. Good discussions have taken place with the Somali Resource Centre which showed there are now less concerns re safeguarding and bullying at City Academy from Somali families.</p> | |
| 8 | Staff Wellbeing | |
| 8.1 | CR reported that there were no significant concerns from staff at present. BT commented that the Academy had recruited more diverse staff than ever before. Staff sickness rate is also good compared to last year. | |
| 8.2 | <p>Is there anything different being done at the Academy since last year? The focus on cultural ethos and behaviour has resulted in less complaints and we feel we are now getting things right. BT has reacted to requests from staff, which might be why they do not come to Councillor surgeries.</p> | |
| 8.3 | <p>Are there any roles that are vulnerable, e.g., Science? Not particularly, the Science teachers left for personal reasons. There is low uptake on supervision from our pastoral team – we would expect that they should want and need supervision. We will look at the model again to ensure it suits the individual needs of staff. The Mental Health & Support Team are coming in on INSET day around staff wellbeing; we also have a new staff Mental Health Lead.</p> <p><u>ACTION: Councillors suggested a question in the staff survey around mental health support – BT to follow up Mental Health Strategy .</u></p> | BT |
| 9 | Student Voice | |
| 9.1 | JC gave a PowerPoint presentation and reported on actions so far this year and developments going forward on student voice. (slides in meeting folder). | |
| 9.2 | <p>Could KS4 students help you facilitate with KS3 voice? We will be looking at capturing wider student voice going forward.</p> | |
| 9.3 | <p>Can students put forward nominations for rewards e.g., student trips? We can look at that.</p> | |
| 9.4 | <p>Have you captured Year 7 voice? Year 7s are really keen, Year 9 voice is more difficult. The aim is for smaller groups from each year to capture voice.</p> | |

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| 9.5 | <p>Do you feed student voice back to teachers, e.g., comment on lack of consistency of rewards?</p> <p>JC/BT have talked through, EAL have been good. We are aware teachers need to be more consistent moving forward.</p> | |
| 9.6 | <p>Is there anything we can do to benchmark student voice e.g., 5 simple questions that we can do again at the beginning of next year to evidence the voice has been heard?</p> <p><u>ACTION: BT will discuss with JC the best way to do a student survey to establish a baseline to assess annual progress on Student Voice (also using BCC report that compares CAB to other schools).</u></p> | BT |
| 9.7 | <p>Do students know who the student representatives are and how do they interact?</p> <p>They have badges. We want to get to the stage where the student reps are known and interact with all.</p> | |
| 10 | Presentation on Curriculum | |
| 10.1 | <p>BT presented on requirements for new curriculum (see slides in meeting folder). This included information on:</p> <ul style="list-style-type: none"> • CLF Curriculum and Curriculum Creators - there is a route for BT to go back if doesn't suit CAB students. SLT encourage teachers at CAB to become Curriculum Creators. • Option process in Year 9; proposed CAB offer with subjects and choices will study in Year 10 with new criteria for EBacc. • Group planning • CAB timings of day | |
| 10.2 | <p>Are you able to provide a diverse curriculum?</p> <p>Yes, we are trying to diversify the curriculum at CLF level.</p> | |
| 10.3 | <p>Are schools within CLF allowed to teach their own curriculum?</p> <p>There are elements e.g., English – can add in additional texts/writers, but the overall curriculum content is curated and agreed by CLF.</p> | |
| 10.4 | <p>Do teachers have to attend compulsory meetings each week?</p> <p>All meetings are within directed time.</p> | |
| 10.5 | <p>Is there provision for after school clubs? What is attendance like and how are they funded?</p> <p>Yes, there is an advert out this week for an Enrichment & Club Coordinator. Attendance differs every day. Charity funds some with top up from lettings.</p> | |
| 10.6 | <p>Can students study Further Maths?</p> <p>Further Maths is delivered in Tutor time by invite only.</p> | |
| 10.7 | <p>Are you looking at changing anything?</p> <p>We are looking at providing a Sports Science and Computer Science – looking at IT option within this. We are open to ideas; one of the RE teachers is teaching GCSE Sociology but we need to find teachers to teach the subjects.</p> | |
| 10.8 | <p>Do you feel futureproof for cohorts coming in?</p> <p>We have introduced EAL and ASDAN to suit lower prior attainers/EAL, Dance and Performing Arts and separate Science. The offer will need to be reviewed annually to ensure suitability for future cohorts. It is noted there are now lower attainers coming into Year 7.</p> | |
| 10.9 | <p>What are you doing to support the lower attaining cohorts?</p> <p>A Literacy Coordinator and two Higher Level Teachers Assistants provide intervention support. Work is in progress with the CLF Reading Lead to devise a specific literacy intervention programme for approximately 70 students along with investment in NGRT tests for analysing literacy. Strategies will be shared with parents and each INSET has reading development for staff. Focus on literacy is high on the AIP.</p> | |

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| 10.10 | <p>Has there been an audit about the reading culture and reading for pleasure? Reading is a challenge, there are good books in the library, we need to focus on reading culture. <u>ACTION: JC to seek student voice on reading culture.</u></p> | JC |
| 11 | Academy Council Report | |
| | <i>Academy Council Report had been shared.</i> | |
| 11.1 | <p>What action is being taken around lower attendance on Fridays? Lower attendance on Friday is a national trend. Actions have included:</p> <ul style="list-style-type: none"> • Started student voice around this. • Message home to parents last week about Fridays. • Staff are working hard to have relationships with families. • Stricter around holidays and about sending students home in the day. • Compared to other CLF schools, PP gap is in top 3. • Pleased attendance has improved significantly from last year and heading towards average within CLF. | |
| 11.2 | <p>Have you addressed the conflict in Gaza with students and supported Jewish students? For the first time ever, we have no Jewish students in the school. PSHE tutor time has been used to address the conflict using resources shared across CLF and students were given voice when conflict started. This led to teacher and students raising money for humanitarian causes. We have got better at anticipating what issues are in the school, giving students a voice and they have reacted in a mature way. The next Federation Network Night staff training is on Judaism. RP commented that she had noted the measured response from the school which was really positive, and that the Academy is accessing further Trauma Informed training for staff which will help.</p> | |
| 11.3 | <p>Councillors noted workforce data provided in the report, requesting that it would be helpful to see data by work group (eg teachers, pastoral staff,SLT) We are aware that the leadership team and wider leadership team are not diverse enough. <u>ACTION: BT will provide workforce data by group.</u></p> | BT |
| 11.4 | <p>It is positive to see lower suspensions, however the amount of time students are suspended for is high. Can we have an analysis on reasons for suspension by PP, ethnicity and gender? <u>ACTION: Data analysis to next meeting on reasons for suspension by PP, ethnicity and gender.</u></p> | BT |
| 11.5 | <p>Councillors were surprised to note that CLF do not pay the Living Wage for some staff. We are moving wards living wage; lower paid staff wages are going up. It is difficult to find staff due to the lower pay.</p> | |
| 12 | CiC Policy & Annual Report | |
| 12.1 | Children in Care Annual Report – councillors agreed the Annual Report noting that RP will look at in Link Visit. | |
| 13 | Safeguarding | |
| 13.1 | Report noted. | |
| 14 | Policies | |
| 14.1 | CAB Policies approved in principle: Detail in Anti Bullying will be further reviewed by BT and RP. | |

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| | CAB/CLF Template Policies noted : Exclusions and Suspensions; RSHE. | |
| 14.2 | DT will look at RSHE Policy and feedback if there are any recommendations going forward. | |
| 15 | Matters for the attention of the Board/COAC | |
| 15.1 | None. | |
| 16 | Any Other Business | |
| 16.1 | None. | |

The meeting closed at 7.00 pm.

Next Meetings:

| CAB | | |
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| AC1 | 27/09/2023 | 5-8pm (CLF Board & Academy Council Results Review) |
| AC2 | 11/10/2023 | 5-7pm |
| AC3 | 29/11/2023 | 5-7pm |
| AC4 | 07/02/2024 | 5-7pm |
| AC5 | 24/04/2024 | 5-7pm |
| AC6 | 26/06/2024 | 5-7pm |