

Minutes – City Academy Council

Date	30 November 2022	
Location:	City Academy	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP) Kris Bridgeman (KB) Cameron Shaw (CS) Leah Dowty (LD) Abdul Malik (AMa) Claire Rodgers (CR) Lucy Sibbald (LS)	Sponsor Academy Councillor (Chair) Vice Principal Executive Principal Sponsor Academy Councillor Sponsor Academy Councillor Teacher Academy Councillor Support Staff Councillor
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH)	Academy Council Clerk Vice Principal
Apologies:	Joanna Tomlin (JT) Ben Tucker (BT) Lian Thielen (LT) Nathan Richardson (NR) Abdi Mohamed (AMo)	Sponsor Academy Councillor (Vice Chair) Principal Parent Academy Councillor Student Advocate Sponsor Academy Councillor
Absent:	Raymond Veira (RV) Imrana Bashir (IB)	Sponsor Academy Councillor Parent Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors and introduced Kris Bridgeman who is supporting City Academy in BT's absence.	
2	Declarations of Interest	
2.2	There were no verbal declarations of interest made for this meeting. It was noted there were two outstanding September declarations, reminders had been sent.	
3	Minutes of Previous Meetings	
3.1	The minutes of the meeting held 5 October 2022 were approved as a true copy.	
4	Matters Arising	
4.1	<i>Brought forward, staff survey results to next meeting</i> <u>ACTION: Staff wellbeing survey will be used for staff survey results, take forward to next meeting.</u>	BT
4.2	<i>RP will arrange a date for councillors to look at the AIP and will feed back at the next meeting.</i> <u>ACTION: AIP to be main agenda item at next council meeting.</u>	RP
4.3	<i>The new Behaviour policy will be reviewed at the breakfast meeting.</i> <u>ACTION: Revised Behaviour Policy to next meeting for approval</u>	BT
4.4	<i>Documentation to be completed for LA Representative role on Academy Council</i> This had been completed, awaiting response from BCC. <u>ACTION: Take forward for clerk to report response.</u>	LC

Item	Description	Action
4.5	All councillors to complete Nimble modules by 30th November. Reminders had been sent to those outstanding.	
4.6	BT will ask Jo to arrange a meeting with parent councillors to discuss parent strategy. ACTION: Meeting to be rearranged for early next term	RP
4.7	Ethnicity breakdown will be presented at EDI meeting. ACTION: taken forward for BT.	BT
4.8	SLT will look at who Tweets now at CAB following previous member of staff leaving. It was agreed that LS, CH and CR will Tweet for CAB pending further discussion with BT.	
4.9	RP will raise the marketing of positive messages at the school in the Parent Strategy meeting ACTION: Taken forward	RP
4.10	LD (PP link) will look at PP plan, including where teachers are using that additional time well, and report to next meeting. ACTION: Taken forward	LD
4.11	Further analysis of destination, including percentage of students accessing Level 3 to be included in future reports ACTION: Taken forward for BT	BT
4.12	Include CAB's unique selling points in future adverts, e.g., less teaching allocation. ACTION: Taken forward for BT	BT
4.13	JT will look at PP money linking to CiC in her meetings with CiC lead. ACTION: Taken forward	JT
5	Governance	
5.1	Membership	
5.1.1	Discussion took place on the COAC review of places allocated on Academy Councils. RP said some Chairs said they felt their Council was too big as they were struggling with vacancies, but that was not the view of this Council, and it was felt it might be useful to have capacity to allow extra places on some academy councils. ACTION: RP will consider whether we need to seek approval for extra places once the review is completed	RP
	Questions from Academy Council	
5.1.2	Is there a parent group at City Academy as parental engagement/parent voice is important? There is not a parent group, however there is a weekly parent café.	
5.1.3	Why does it take so long for volunteers to be approved to work in school as the process dissuades parents from volunteering? CS explained the HR process necessary for all volunteers in order to follow the Keeping Children Safe in Education regulations and this sometimes takes time. Following discussion, councillors agreed that volunteers should be supported with the process at parent café sessions. ACTION: CS to look into time it takes to check volunteers with CLF. Promote and provide support at parent cafes for parents who want to volunteer.	CH/RP/LT
5.2	Training	
5.2.1	RP thanked councillors for completing the required Governance Essentials module. Clerk has chased outstanding module completion. ACTION: Outstanding modules to be completed by councillors asap.	All

Item	Description	Action
6	Presentation on Mental Health Strategy (by Lucy Sibbald)	
6.1	<p>LS outlined the mental health strategy for CAB:</p> <ul style="list-style-type: none"> - Different theme every term - Wellness staff audit (conducted this term, and again in Term 6) to establish what staff want/need and promote wellbeing. - Supervision for whole pastoral team - first session was on INSET day - Whole school approach, wellness individual staff action plans (awaiting BT's return) - Unique Voice (across CLF) – this is early intervention for students and some support for parents, starting this term. - Increasing parent engagement; how to support parents with strategies. 	
	Questions from Academy Council	
6.2	<p>Are we part of BCC Healthy Schools as it is a good framework and allows for support from Public Health and sharing best practice?</p> <p>We have a group who meet on a Monday, but this is not specifically looking at the MH Strategy</p> <p><u>ACTION: LS to look into BCC Healthy Schools.</u></p>	LS
6.3	<p>Did LSAs who were booked complete ELSA training?</p> <p>There was some confusion over whether they were doing this. We currently use Thrive. We need to review whether to use Thrive or ELSA due to funding.</p>	
6.4	<p>How has the Academy been affected by the new RSE delivery in Secondary schools?</p> <p>We only had two students who withdrew from the RSE section last year. The low number is a result of meetings and parent consultations through Parent Café. We have just appointed Norhan Nabeeh as the new PSHE Lead. <i>(CR joined the meeting)</i></p>	
6.5	<p>Could CLF schools get involved with mosques to give a presentation on how RSE is delivered as there is huge misinformation there and no current link between the mosques and school?</p> <p>Discussion followed regarding the importance of the message regarding what is taught reaching community groups. RP said that these areas had been looked at in the community engagement meeting. Councillors encouraged the partnership work commenting that bringing the community in to develop different areas is helpful. AMa offered to hold a meeting for mosques .</p> <p><u>ACTION: RP will put offer to Suzie Weaver and Cameron for CLF to action . AMa will feed back from mosque meeting.</u></p>	AMa
7	Parental Engagement	
	Questions from Academy Council	
7.1	<p>Parent Survey results – action for this meeting?</p> <p>It was agreed results of the Parent Survey should be taken forward for BT's return.</p> <p><u>ACTION: Parent Survey Results – taken forward for BT</u></p>	BT
7.2	<p>When will the Parent Strategy Group take place?</p> <p>Following discussion, it was agreed the Parent Strategy Group should include two Parent Councillors, RP, Azmina and LD/AMa may join.</p> <p><u>ACTION: taken forward to when BT returns to arrange Parent Strategy Group</u></p>	BT
7.2	<p>When will the online parent forums be held as there was commitment to run one every term?</p> <p><u>ACTION: CH will book date in calendar for early January</u></p>	CH

Item	Description	Action
8	Community Engagement Update	
8.1	RP reported that the meeting is now taking place in February and will update at next meeting.	
9	Link Councillor Visits/Learning Walks	
	<i>Notes of the Breakfast Meeting on 24/11/2022 had been shared.</i>	
9.1	<p>Careers Link (<i>post meeting: visit note added to meeting file</i>) AMa reported that:</p> <ul style="list-style-type: none"> - He had met with Rachel Martin to get to know the lead staff - Work experience was discussed – looking for work experience/employers for 20/30 students every day for work experience 10 July to 14 July inclusive. <u>ACTION: AMa is now talking to stakeholders and asked councillors to support where possible. LD will talk to UWE.</u> - Speed interviews took place on Monday with good feedback. <p>CH updated on change to staff team from January as Rachel Martin is changing role</p>	LD/AMa
9.2	Councillors discussed further support for student work experience. CS/KB explained the online provision at Bristol Met. AMa suggested the possibility of organising a community programme, litter picking, painting railings etc.	
9.3	<p>Health & Safety Link (<i>post meeting: visit note added to meeting file</i>) AMa reported</p> <ul style="list-style-type: none"> - He had met with Lucy and the Health & Safety team. - Academy are awaiting building regulations on new meal area. - No issues to report. - AM will do walkarounds and attend the three committee meetings a year. 	
10	Academy Council Report	
	<i>Academy Council Report had been shared</i>	
	Questions from Academy Council	
10.1	<p>Can you give us an overview of your thoughts on the academy following you supporting the academy during BT's absence?</p> <p>KB reported that he had seen good improvements, improved truancy and the majority of lessons are calm. There are still issues with obtaining supply teachers though it is easier than last year. There is a double demand for staff cover which is the same at Bristol Met. CH added that there were also cleaning staff absent. When pastoral staff are not in there is an impact on the building. KB reported that he had looked at a number of options with SLT.</p>	
10.2	Student Outcomes	
10.2.1	<p>KB/CH highlighted:</p> <ul style="list-style-type: none"> - Year 7 data is really positive – they are the strongest cohort for a long time. As a result, we will need to consider the curriculum offer as higher attaining students are now attending. - CAB did really well with Indian, Pakistani, and Somali students – this should be celebrated. White British students and Black Caribbean students did not do well. - NR has a plan on how teachers and department leads will use the data from Mocks. - We expect to do even better this year with subject specialists now leading all subjects. 	
	Questions from Academy Council	
10.2.2	<p>Are we offering Triple Science this year?</p> <p>The new Head of Science is looking at offering it to all students.</p>	

Item	Description	Action
10.3	Targets (outcomes)	
	Questions from Academy Council	
10.3.1	<p>What are the Trust targets for CAB outcomes this year? Student targets are included on reports and discussed at parents' evenings. Overall targets have been looked at . ACTION: KB will share CAB target expectations.</p>	KB
10.3.2	<p>Are there interventions and tests for fluency? There was recent training on the importance of reading aloud. Fluency should also be a focus in other subjects and the importance of literacy is emphasised at parents' meetings. LD recommended Herts for Learning for fluency testing and offered support on reading fluency. ACTION: LD will contact CR with further details.</p>	LD
10.3.3	<p>Why do White British students in Year 11 have lower attainment? White British students in Year 11 are a smaller group. There is a level of social deprivation and lower parental aspirations amongst the families. The newer cohorts in the school are a different demographic.</p>	
10.3.4	Councillors were pleased to hear that CAB students had been asked to help design the new Barton Hill Youth Centre.	
10.4	Attendance	
10.4.1	KB reported that attendance was particularly low last week as a result of sickness. All schools in Bristol and South Gloucestershire were similar and attendance in the South West was down 7% from the previous week (CAB down 6/7% with illness).	
10.4.2	<p>RP commented on the ethnicity breakdown which had been shared, noting that there was good attendance from Black students. CH said that attendance mirrors attainment. ACTION: RP will compare the ethnicity breakdown for Bristol which was presented to the Race Equality Group and share at next meeting so we can compare with CAB outcomes.</p>	RP
10.4.3	<p>KB reported that he is working with Ryan on Friday to talk strategy about attendance. CH commented that persistent absence for Year 11 was connected to the same families. ACTION: Ethnicity breakdown for persistent absence will be shared at next meeting</p>	CH
	Questions from Academy Council	
10.5	Applications	
10.5.1	<p>What is the update on applications? We have received 100 first choice applications which is slightly down on numbers from this time last year although we do receive late applicants. CS advised councillors that due to the new school's funding application, notification of places was delayed, therefore this had an effect on those who may apply to CAB. CS recommended that CAB should promote facilities which CAB has which the other schools haven't.</p>	
10.5.2	RP commented that she has raised the issue around school priority areas with the MP.	
10.6	Staffing	
10.6.1	<p>RP commented that 20% BME staff at CAB is good compared to other schools. This needs to be celebrated that we are diversifying the staffing profile of the school. Councillors recommended celebrating the diverse staff profile in marketing/Twitter campaigns.</p>	

Item	Description	Action
	<u>ACTION: BT to build celebrating diverse staff profile into strategy for marketing/Twitter campaigns.</u>	BT
11	Health & Safety	
	Questions from Academy Council	
11.1	How will the new gates for access to the academy site work? CH explained that there will be more staff on duty to open/close the gates at certain times. The gates will improve the security of the site.	
12	Safeguarding, SEND and CiC	
12.1	Safeguarding <i>The Safeguarding Link Councillor Visit Report and Academy Safeguarding Report for Term 1 had been shared.</i>	
12.1.1	RP (Safeguarding Link) highlighted areas from the visit note: <ul style="list-style-type: none"> • There are a lot of issues with a White British group of students from the same families. • Structure around safeguarding is being reviewed within the new structure for Associate Assistant Principals. • Safeguarding issues have slightly reduced from last year which is good. Highest issues are substance misuse - vaping and cannabis. • There have been a high number of E Safety alerts – more than half have related to far-right influencers. This needs to be a priority in PSHE. • Prevent Risk Assessment is needed – CH is dealing with this. • Physical assaults are high – Kelly is looking into that. CH commented that there, there are fewer physical incidents than last year. The increase is a result of improved logging on the system as everything is now logged on CPOMS. KB added that he had not seen any physical conflicts in school. • RP said that there has been a concern raised by the community about the safety of newly arrived students in a number of Bristol secondary schools and bullying that they are experiencing. As a result, CAB are looking at the support give to newly arrived pupils re safeguarding and talking to them about their experiences, and this may result is strengthening the EAL policy which is coming to the next Council meeting. 	
	Questions from Academy Council	
12.1.2	How bad is violence and drug dealing in school? There are no issues with drug dealing in school. There is some in the lane but this has nothing to do with school. Vaping is an issue across the country. KB commented that the main issue is the use of bad language. Councillors agreed that this is a historical reputational issue that needs to be challenged. It is important to work with the community to promote that the academy is a safe place for children.	
12.2	Children in Care <i>The CiC Link Councillor Visit Report had been shared</i>	
12.2.1	RP highlighted areas from the visit note: <ul style="list-style-type: none"> • Only 3 CiC, all three are doing well with no major issues. • Discussed how to identify ‘previously looked after children’ (PLAC) as funding is available. This is more difficult as information is not required to be given. It was also highlighted that we need a robust system for reporting private fostering arrangements. 	
13	Policies	

Item	Description	Action
13.1	(Post meeting note) Councillors noted the following reviewed CLF Board approved policies by email: CAB Admissions Policy Sept 2024; Complaints Policy, Exclusions Policy Information Security for Systems Administrators, RHSE Policy.	
14	Any Other Business	
14.1	None.	

The meeting closed at 7.00 pm.

Next Meetings:

CAB	Weds 5.00 – 7.00pm	
AC4	8-Feb-23	
AC5 (amended date)	26-Apr-23	Wed
AC6	28-Jun-23	