Minutes – City Academy Council

Version: Final

Date 30 September 2020
Location: Online via Teams
Time: 5.30 pm

Present:	Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
	Jon Angell (JA)	Principal
	Ben Pearce (BP)	Student Advocate
	Lian Thielen (LT)	Parent Academy Councillor
	Aylwin Yafele (AY)	Sponsor Academy Councillor
	Claire Rodgers (CR)	Teacher Academy Councillor
	Sally Apps (SA)	Executive Principal
	Sabah Bakali (SB)	Parent Academy Councillor
Attendees:	Ben Tucker (BT)	Senior Vice Principal
	Coleen Litchfield (CL)	Vice Principal
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Julie Carlile-Jones	Support Staff Academy Councillor
	Claire Colvin (CC)	Sponsor Academy Councillor
	Joe Secrett (JS)	Sponsor Academy Councillor
Absent	Abdul Jama (AJ)	Sponsor Academy Councillor
	Raymond Veira (RV)	Sponsor Academy Councillor

Item	Description	Action
1	**Introductions**	
1.1	RP thanked everyone present for joining the online meeting.	
2	**Declarations of Interest**	
2.2	None. RP reminded councillors to complete the September Declaration of Interests Return. **ACTION: All councillors to complete the return, LC will re-send link.**	All
3	**Minutes of Previous Meeting**	
3.1	The minutes of the meeting 17 June 2020 were agreed as accurate.	
4	**Matters Arising**	
4.1	• *LC to send information on how to access NIMBLE* – action completed. • *JS to meet AT for CiC Link Councillor meeting* – ***ACTION:*** **taken forward for JS to report at next meeting.** • *CC to arrange online meeting with Lucy Ware for a H&S Link Meeting* – **ACTION: taken forward for CC to report at next meeting.** • *RP would re-send information issued to parents in light of recent events* – action completed. • *Councillors to contact LT with suggestions of offers of help for an online Parent Café* – see Parent item. • *Issues with website/links to be fed back to website team* – action completed.	**JS** **CC**

Item	Description	Action
	• *Results meeting in September to include ethnicity breakdown* – see Academy Council Report item. • *RP to contact JA re therapeutic interventions that are more culturally appropriate than counselling for minority ethnic communities* – action completed • *CC/BT to discuss/arrange dates re possibility of completing Learning Walk Training remotely* – see AC Report. • *RP will follow up her query on the CLF Exclusion Policy re Equality Impact Assessment* – RP is continuing to follow up outside of meeting. • *Presentation on Careers Work from the Careers Link (AY) requested at next meeting* – postponed to next meeting due to recent appointment of new Careers Lead. JA updated on recruitment process. **ACTION: Agenda item for next meeting.**	**AY**
5	**Governance**	
5.1	• RP advised councillors that, following election, Julie Carlile-Jones, had been appointed as the new Support Staff Councillor. • RP explained the requirement that all councillors should complete the Governance Essentials Training module on NIMBLE. **ACTION: Councillors to complete Governance Essentials on NIMBLE before the end of October**.	**All**
6	**Return to School Risk Assessment**	
6.1	The Return to School Risk Assessment had been included with meeting papers. • JA explained that students were entering the school separately, in year group bubbles; this had gone well, with students being taught in the same area rather than moving around. • ***Councillors asked if there were any difficulties with the new arrangements.*** JA said that some tweaks had been made which included no longer having hand sanitizer in science labs and some changes to staff duty. After half term there was likely to be some swapping of villages as the larger years groups Years 7 and 8 needed more space at break times.	
7	**Staffing and wellbeing following return to school**	
7.1	• ***Councillors asked if there were enough staff following full re-opening.*** JA explained the challenges of staff absence through staff at risk due to COVID, days off awaiting tests and ill health. Access to testing had not been an issue. SLT were managing staff anxiety and welfare was being given a lot of thought; there were very few staff who were absent due to anxiety. JA said all staff were finding it hard work and tiring. • ***Councillors asked staff members for feedback.*** CR and BP commented that they felt supported by JA and SLT and received regular and clear communication. The biggest challenge had been the difficulties of socially distancing due to lack of space for Years 7 and 8 which was being sorted after half term. • ***Councillors asked how TAs were being deployed and supported.*** JA said that he was ensuring that TAs and the pastoral teams felt comfortable with the work they were doing as it was more difficult for them to maintain social distancing with children. TAs and the pastoral support teams had been assigned to year groups with CAB+ in two bubbles on their own with their TAs. • ***Councillors asked what mental health support was available to staff.*** JA explained the options provided by the CLF Employee Assistance Programme; access to the school counsellor and the enormous amount of work by CLF around staff wellbeing. SLT were mindful of workload and to keep checking in with staff.	

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8	**Feedback and questions from Parent Councillors**	
8.1	LT gave feedback from the parent café held last week: • There were 38 parents on the call. Feedback had been that information sharing was good. Positive feedback from Y7 parents on how children had settled in and the start to the year. • Discussion had taken place on ways to reach parents without IT who were unable to join online. Suggestions included a telephone surgery before parent café and a follow up monthly newsletter. JA advised that Colleen would be leading on parent engagement. JA recommended looking at JCA's successful communications strategy. It was noted that CAB Info email address was working well for parents. **ACTION: It was agreed that LT/SB would continue the discussion with JA/CL outside of the meeting.** • ***SB asked if the school were partnering with the private sector e.g. BT to provide IT resources to students in need?*** JA said they were looking at different ways of providing support to focus resources where they were most needed. 20 BT passwords and access to Internet had been organised through BCC.	**LT/SB/ JA/CL**
9	**Student Voice / Student Advocate**	
9.1	BP shared highlights from the circulated paper: • Student voice was continuing through questionnaires, small groups and 1:1s with older students. BP was working on a creative way to bring the whole student council team together. • From responses, BP was not concerned about how everything was going. The biggest concern was the small area available for Y7 and Y8 in the white area at break time. • ***Councillors asked if there was an opportunity to meet up with a group of students.*** BP said he would arrange by keeping students in bubbles. **ACTION: BP will contact RP.** • Positive news included a Y11 student on the front of 'Bristol Cable' one Y8 in the top 25 of a music competition in the whole Commonwealth and another student had been very comfortable about reading a poem over the tannoy and about being a young gay black man.	**BP**
	Academy Council Report	
10	**Quality of Education, including curriculum developments**	
10.1	JA shared slides and briefed on highlights: • Tweaks had been made to the mission statement. • A number of appointments had been made in September; a new DT teacher to start the Product Design curriculum; there was now a full time teacher for RE; Maths and Science were fully staffed; a number of TAs and an excellent replacement for the EAL HLTA. Recruitment had taken place for a number of other posts; a DT technician (expressive Arts); Careers Guidance and Advisor and 2 Pastoral Support Workers. Some of the £40K received for COVID catch up had covered the appointment of a Somali member of staff on a Fixed Term Contract to support catch up. • JA explained the focus to increase breadth of curriculum in Years 7, 8 and 9. Following comments by Ofsted they had now returned to a two year KS3 and two year KS4. Year 9 would begin the option process after Christmas. • The KS3 curriculum was the same as delivered across CLF schools; a number of curriculum expert colleagues help to curate the CLF curriculum. A lot of work had been done to increase the diversity in the curriculum. The KS4 curriculum was	

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	not as creative as it is set by Ofqual. ***Councillors welcomed the more diverse curriculum.*** • ***Councillors commented on the importance of representation and asked what the academy was doing to increase BAME representation.*** JA said the diversity of staff had increased and was becoming slightly more representative of the communities. JA commented on the CEO's 3 to 5 year plan for recruitment to encourage Black, Asian and Minority Ethnic people to apply. Councillors requested an agenda item for more detailed discussion at the next meeting. **ACTION: Agenda item for next meeting, to include a break down of staff ethnicity and trends over past 3 years.** • **ACTION: RP would also look at roles of academy council in terms of recruitment, including roles on panels.**	**JA** **RP**
11	**Achievement and Standards**	
11.1	Student Outcomes CL shared slides showing headline data for Year 11 assessed outcomes in the summer, highlights included: • All subjects in buckets 1, 2 and 3 had improved. Progress 8 had improved from -0.38 to +0.44. Maths P8 was 1.16. Results were not unexpected however it was a shame the results weren't validated. • Girls outperformed boys in a boy heavy year, which was a trend last year. Current Year 11 is again boy heavy. ***Councillors commented that it was important to look at attainment data as well as progress data.*** • Progress 8 for Black Somali students continued to be good. ***Councillors were pleased to see several minority ethnic groups with high Progress 8.*** CL said that Bangledeshi students had performed really well and were the highest P8 cohort. ***RP commented this went against trends as elsewhere Bangledeshi and African Caribbean students often have low outcomes.*** • Basics 9-4 – 80% of White and Black Caribbean students secured 9-4 however had low Attainment 8 and Progress 8 – CL said there would be a higher focus on buckets this year to ensure every subject counts. • P8 score for every subject compared to 2019 had been a success story; with huge improvements in Geography, History, English and English Literature. Positive grade changes from CAGs included Science and Spanish. • Five key trails from last year were all met except for one SEND cohort (but two of the students were in CAB+); it would be important to ensure everything possible is done to continue to support trails this year. Children in Care (CiC) trail and focus would continue this year, with an increase from 2 to 6 students in this cohort in Y11. • Year 11 - There are 164+ students this year. From the 95 students with KS2 data we know there are 9 higher prior attainers (HAP), 40 middle prior attainers (MAP) students and 50% lower prior attaining (LAP) students; aattainment 8 would be really important. Currently 45% were eligible for free school meals (fsm), 50% EAL, 56% PP, 24% known medical condition; 6 students in care, 2 young carers and 29 students with SEN needs. New Y11 students would continue to join at various times during the school year, mostly with EAL needs. The school would ensure that they receive a good education; ASDAN was also being offered this year. ***Councillors requested the slides to be uploaded to Teams.*** **ACTION: CL to upload slides to Teams. Councillors to follow up with questions as necessary.** • ***Councillors asked what mental health support was available for students.*** BP explained learning facilitators had been given training to support students through learning family. Some students were signposted to agencies to access independently and the counsellor based on the school site was supporting	**CL**

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	particular students. The pastoral support workers were also trained in mental health and support and the school's mental health lead could also support any student in any year group.	
11.2	Quality of Teaching and Learning • Learning walks had been completed in every department. These were being followed up quickly with 'live' and email feedback. JA had completed Science which had been really strong. • There were really experienced new staff and NQTs; JA had been impressed on how well they were setting in.	
11.3	Behaviour and Exclusions • JA explained the change to student culture this year as a result of concerns last year that the link was not having the desired impact. It was also known that our students would be particularly affected as a result of the pandemic. Pastoral support was now based in villages; staff were receiving training to develop behaviour management tools to support good relationships with student. On the whole it had gone down well with a smaller group of students coming out of lessons to sit with the pastoral support worker. Staff were supported by setting expectations for students/staff and building on relationships and communications with home. • Fixed Term exclusions numbers were the same but there were none for persistent disruption of learning. • Transition was slower in younger year groups with Year 7 still feeling like 6.5 and Year 8 7.5; resulting from impact of COVID and the pandemic.	
11.4	Attendance • JA reported that w/e 23/9 attendance was 92.3%. If students were absent awaiting test/suspected COVID/quarantined the school can use X Code which results in the absences not being counted in attendance data. Illness was still a big concern; there were always lots of bugs at this time of year and people are being more cautious. The school were continuing with the usual monitoring, particularly keeping a close eye on students having to isolate so know when students should be returning. Attendance for the Gypsy Roma community was low at 60-71%; reasons were some had not returned from holidays in Romania and other complicated issues.	
11.5	Pupil Premium • ***Councillors asked what was being done to close the disadvantage gap.*** JA said they were seeing a bigger gap between PP students and others than before and there were so many students in poverty that the issue is not just PP. Students were being assessed by teachers and lesson plans changed to support. **ACTION: JA would bring the Pupil Premium Plan to the next meeting**. • ***Councillors asked how student progress is being communicated to parents.*** JA explained the current challenges of doing assessments/collecting data in a meaningful way; formative assessments by teachers were being undertaken in lessons together with some assessments. Discussions were taking place on how to provide regular reporting through the year.	**JA**
11.6	Children in Care Annual Report Report taken forward to next meeting for agenda item full discussion when JS is present. **ACTION: Agenda item next meeting.**	**JA**
12	**Councillor Visit Reports**	
12.1	***Councillors noted the SEND Link Visit Report. Councillors requested an agenda item at next meeting with SENCo.*** **ACTION: Agenda item with presentation by Nik.**	**JA**

Item	Description	Action
13	**Policies**	
13.1	Councillors **noted** the following CLF approved policies: - Supporting Pupils with Medical Conditions Policy - *Post meeting note:* Safeguarding Policy emailed for noting.	
14	**Safeguarding**	
14.1	Notes of Link Safeguarding Visit had been shared with councillors. • RP said the team had worked really hard to keep track of over 100 students needing specific tracking and support during closure. There were 572 safeguarding incidents last year, relating to 269 students, which shows how hard the team works. • RP drew councillors' attention to data in the report which showed a small rise in hate crime last year which was reflected across the country; councillors would keep an eye on the data. There was a rise in mental health concerns 121 to 218 last year and rises in domestic abuse situations. There was a low number of bullying incidents. • **ACTION: All councillors must read the Keeping Children Safe in Education (KCSIE) Part 1 document circulated with meeting papers.**	**All**
14.2	The Annual Safeguarding Report had been shared: • Councillors **reviewed and noted** the Annual Safeguarding Report:	
15	**Finance, Health & Safety and Estates**	
15.1	Finance • Admission Nos - JA reported that he was being told by the LA that the academy was going to have 240 in Year 7 this year; this had not materialised. JA had budgeted for 210 which was going to be correct. However 40 students had been taken into other year groups across the school resulting in a school population of 985 by the end of the week. • ***Councillors asked if in year admissions were school transfers or new to the country.*** JA responded it was a variety. The numbers were healthy as funding for next year would be based on numbers this year.	
15	**Matters for the attention of the Board/COAC**	
15.1	None.	
16	**AOB**	
16.1	• RP said there had been very positive feedback from the Academy Review Visit (ARV) from SA in relation to behaviour and teaching at learning at the beginning of term. Helen Angell had met with Claire and Colleen to talk about curriculum work, and another colleague about student culture. All very positive. • **RP thanked the team and all staff for their hard work.** • RP would arrange a sub meeting before Dec to look at the AIP, learning walks and organise a student voice meeting.	

The meeting closed at 7.30 pm.

Next Meetings: 16 December, 24 February, 22 April and 23 June.