

Minutes – City Academy Council

Date 5 October 2022

Location: City Academy

Time: 5.00 pm

Present:	Ruth Pickersgill (RP) Ben Tucker (BT) Cameron Shaw (CS) Leah Dowty (LD) Abdul Malik (AMa) Claire Rodgers (CR) Lian Thielen (LT) Imrana Bashir (IB) Nathan Richardson (NR)	Sponsor Academy Councillor (Chair) Principal Executive Principal Sponsor Academy Councillor Sponsor Academy Councillor Teacher Academy Councillor Parent Academy Councillor Parent Academy Councillor Student Advocate
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH)	Academy Council Clerk Vice Principal
Apologies:	Lucy Sibbald (LS) Abdi Mohamed (AMo) Joanna Tomlin (JT) Azmina Mitha (AMI)	Support Staff Councillor Sponsor Academy Councillor Sponsor Academy Councillor (Vice Chair) Presenting on City of Sanctuary
Absent:	Raymond Veira (RV)	Sponsor Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed the two new sponsor councillors, Abdul Malik and Leah Dowty. Introductions were made by all present.	
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 26 June 2022 were approved as a true copy.	
4	Matters Arising	
4.1	<i>Councillors to contact Colleen to arrange a learning walk either this term or Term 3 next year.</i>	
4.1.1	RP explained expectations to new councillors and requested individual councillors to contact Colleen to arrange a visit (email colleen.litchfield@clf.uk).	
4.2	<i>Workforce ethnicity data to be shared with next Equalities Group.</i>	
4.2.1	Workforce ethnicity data is in AC Report and will be shared with next Equalities Group.	
4.3	<i>BT will provide joiners/leavers ethnicity data in future reports. Completed</i>	
4.4	<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. Councillors requested communication to parents about provision. Completed</i>	
4.5	<i>RP/BT to agree when the free 'thank you' breakfast for staff will take place. Completed</i>	
4.6	<i>BT will bring staff survey to next meeting.</i>	

Item	Description	Action
4.6.1	<u>ACTION: taken forward to November meeting.</u>	BT
4.7	<i>BT will invite councillors to join the next SLT meeting to discuss AIP which will include behaviour.</i>	
4.7.1	<u>ACTION: RP will arrange a date for councillors to look at the AIP and will feed back at the next meeting.</u>	RP
4.8	<i>Presentation on Behaviour Hub to be agenda item for October meeting.</i>	
4.8.1	<u>ACTION: The new Behaviour policy will be reviewed at the breakfast meeting.</u>	BT
4.9	It was agreed that remaining actions had been completed or were covered elsewhere on the agenda.	
5	Governance	
5.1	Membership	
5.1.1	Leah Dowty agreed to be the LA Representative. <u>ACTION: Clerk to arrange for documentation to be completed.</u>	LC
5.2	Link Roles	
5.2.1	Link roles were confirmed for this year: SEND, Safeguarding, RSHE (RP) CiC (JT) Careers, H&S (AMa) Culture & Ethos, EDI (AMo) Pupil Premium, Teaching & Learning (LD)	
5.3	Training	
5.3.1	Nimble – it was noted that there were technical issues with the Nimble system. Further information would be available shortly. <u>Post meeting note: ACTION: Nimble is now available, all councillors have been requested to complete Nimble modules by 10th November.</u>	All
6	Presentation on City of Sanctuary	
6.1	BT explained what was involved in CAB being awarded a School of Sanctuary: <ul style="list-style-type: none"> • An audit had been completed over the last year leading to the award as a School of Sanctuary. • 3 x Family Support Workers now at CAB • BT outlined the admission and induction process for refugees and the EAL Starts programme. • A focus on celebrating culture and identity • Events had included: Students had joined a School of Sanctuary event at the Bristol University ; CAB Fast 2022 where staff had joined in; refugee students helped cook food at the Academy as part of refugee and diversity week/decorated the hall with the Afghan flag and social events. BP thanked Azmina (in her absence) for preparation of the slides shown.	
	Questions from Academy Council	
6.2	Does this feed into the City of Sanctuary agenda for Bristol?	
6.2.1	Yes, we are one of the schools involved. The school have really benefited from the process.	
7	Parent Engagement	
7.1	LT fed back on improvements around communication, recognising that the letter issued to parents at the beginning of the year had improved following feedback.	

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7.1.1	BT explained the Meet the Tutor evening now in place, which provides a first point of contact. The Class Charts App will be introduced shortly which will increase communication with parents. <u>ACTION: BT will ask Jo to arrange a meeting with parent councillors to discuss parent strategy.</u>	BT
	Questions from Academy Council	
7.1.2	Will there be evening meetings for Parent Cafés this year?	
7.1.3	Yes, we will be doing that. Parent Cafés are between 9.30 and 10.30 am every Thursday and are open for all councillors to drop in.	
7.1.4	Councillors shared feedback on some parental concerns about the delayed communication to parents regarding a member of staff who had died at school.	
7.1.5	BT explained the sensitive reasons for the delay. Discussion followed around the process regarding all staff being confident regarding immediate response in emergencies. BT assured councillors regarding support for staff after the incident and further communication with all staff around emergency response.	
7.2	Parental Strategy	
7.2.1	The Parent Strategy document had been shared. It was noted that the strategy will be discussed further with parent councillors.	
8	Community Engagement Update	
8.1	RP gave feedback on the recent meeting: <ul style="list-style-type: none"> RP explained the aims of the Community Engagement Group to new councillors. It is a useful way to help the school engage with the community. BT will be sharing thoughts on attendance at the meeting. Next meeting is 10.30 on Thursday 13th October – all councillors are invited. RP will include councillors on invite. 	
	Questions from Academy Council	
8.2	Are there any community groups that you find it difficult to encourage into the events?	
8.2.1	We are receiving increased contact now that we have Family Support Workers who are helping the school to be more responsive.	
9	Staffing/Wellbeing	
9.1	CR fed back that there are no major issues at present. BT added that it had been a positive start to the term however he was conscious the momentum needed to be kept up. Councillors were encouraged to visit the school and look around to see the positive start.	
	Questions from Academy Council	
9.2.1	Are there any measures regarding Covid prevention at present?	
9.2.2	There is still extra cleaning in place.	
9.2.3	How are new staff?	
9.2.4	The three new ECTs are doing well. The ECT lead is supporting with weekly sessions.	
10	Student Voice	
10.1	NR provided an update: <ul style="list-style-type: none"> NR and Laura McManamon are leading on Student Voice this year. In process of electing tutor reps across the Academy – will be split between Student Voice/Student Council 	

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	<ul style="list-style-type: none"> Anti-Bullying/Student Wellbeing Survey received over 300 responses. Currently looking at responses and how to embed across the Academy. Formalised meetings will take place after half term. Student Voice will also meet with SLT to discuss ideas/student feedback The aim is for students to be at the forefront of a culture shift at the Academy. The Academy have signed up to an Anti-Bullying Programme for support and resources to embed and quality assure. Will feed back after next Student Council meeting. 	
	Questions from Academy Council	
10.2	How will you monitor actions and improvements following the Survey?	
10.3	The survey was conducted at the end of last year as we knew we were planning to change the ethos of the school this year. The same questions will go out at end of the year to assess progress.	
10.4	How did we follow up for students who wanted to talk to teachers about their wellbeing?	
10.5	We will be arranging pastoral support to follow up with individual students. All extra funding to the Academy has been designated to the Pastoral Team for increased pastoral support. In addition, staff numbers in the Inclusion base have increased. Lucy Sibbald also leads on Mental Health Strategy. <u>ACTION Lucy to present on mental health strategy at next meeting.</u>	LS
10.6	How were the children who completed the survey selected?	
10.7	The questionnaire was completed in Year 7 to Year 11 ICT lessons to ensure balance.	
10.8	Is it a different cohort to those completing the LA questionnaire?	
10.9	The LA questionnaire was very long - we will look at how to support students for this year's questionnaire. Feed back to come to future Council meeting.	
11	Academy Council Report	
	<i>The following papers had been shared: Academy Council Report; Academy Council Results Report; Board Scrutiny Recommendations; CAB Student Ethnicity; End Destinations CAB Post 16;</i>	
11.1	Student Outcomes	
11.1.1	It was noted that councillors had discussed the results at the CLF Board and Academy Council Results Review on 21 st September. BT commented that he was pleased with the results which were the best ever for the Academy.	
11.2	Attendance (focus)	
11.2.1	BT highlighted: <ul style="list-style-type: none"> Just over 90% attendance. Now have two Attendance Officers. The school are about to issue 16 Fixed Penalty Notices for parents who haven't returned from holidays on time and didn't advise the school. The EWO (Education Welfare Officer) is working with the school one afternoon every fortnight conducting attendance meetings. The school is looking to be as supportive as possible using the Family Support Team to understand reasons why students are not attending. There is an increase in lower attendance for WB students and a small increase with GRT students this year. <u>ACTION: Ethnicity breakdown will be presented at EDI meeting.</u>	BT

Item	Description	Action
	Questions from Academy Council	
11.2.3	The problem now in the community is families trying to visit families out of holiday term as they can't afford to go in the holidays. Is there anything the Academy can do?	
11.2.4	We are trying to be as supportive as possible if they have told us the reason – there are a lot of students visiting families.	
11.2.5	How can we change the mindset of students/families?	
11.2.6	We have conversations every day in tutor times and tutors talk with individual students. We are also using the Family Support Team to visit families and being stricter in responses to authorising holidays.	
11.2.7	Do we use rewards? Can it be by year group?	
11.2.8	Discussion followed around how this might affect students who cannot attend or having a negative impact on disadvantaged students.	
11.2.9	What is the impact for parents regarding unauthorised absence but no fines?	
11.2.10	This has been in place for the last 2 years due to Covid implications.	
11.2.11	Does that mean next year a response might be different?	
11.2.12	Yes, this is explained in the letter to individual parents.	
11.3	Pupil Numbers	
11.3.1	BT provided information on current pupil numbers: <ul style="list-style-type: none"> • Pupil Admission Number (PAN) is 195 students per year group – there are 1049 students currently which is over the PAN. • Following alterations to the Venue (dining area) which is due to be completed during the half term holiday, it is expected that admission numbers will increase. In addition, if the planned new queuing system is successful more students will eat lunch. • Additional numbers will be challenging for exam arrangements. Exam access arrangements are being completed more quickly. • Additional students have recently arrived. • There is still concern around how Temple Quarter School opening will affect numbers, although it will help that we are over PAN in other year groups and it is felt the school is moving in the right direction. 	
11.3.2	Discussion took place around the need for marketing the school to share the positive feedback received. Councillors suggested a member of staff could be designated to market the school, across all communication channels as it felt there were missed opportunities to celebrate the successes at the school. SLT will look who tweets in CAB. <u>ACTION: SLT will look at who Tweets now at CAB following previous member of staff leaving.</u> <u>ACTION: RP will raise marketing positive messages at the school in the parent meeting.</u>	BT RP
11.4	Leadership Team Structure	
11.4.1	BT provided an update on the new structure: <ul style="list-style-type: none"> • Culture & Ethos now being led by NR and Ryan Murphy. It is progressing well, with good communication to staff. • BT and Kelly Jeffries joining safeguarding review meetings to ensure CAB is able to think more strategically about Safeguarding • Colleen is able to observe lessons more this year. Already seen really good sessions. • Change of school day – now staying later on Friday. 	

Item	Description	Action
	<ul style="list-style-type: none"> Staff are staying later on Wednesday for CPD sessions. Sarah from Elementa has led sessions for staff to be more trauma informed. This will support embedding culture change. 	
11.5	Exclusions and Suspensions	
11.5.1	<p>BT reported that</p> <ul style="list-style-type: none"> 22 students had been suspended this term - 9 students have been suspended more than once. Some students are being sent to another CLF academy for the suspension rather than being at home. Actions taken following the suspensions included meeting with parents and clear notes taken at parent meetings. Expectations are higher. It feels like it has made a real difference around the school. New bathrooms have resulted in a decrease in safeguarding incidents being reported on CPOMS. 	
11.5.2	RP fed back following her visits that corridors are quieter since last term.	
	Questions from Academy Council	
11.5.3	Who sets the work for students doing suspensions at another school? Is the work marked?	
11.5.4	Work is already prepared and is sent to the academy. We are working towards marking and checks are in place that the work is returned. The current focus is on the internal suspension room and work completed with laptops bought for the room. Work will now be more bespoke, including individual assessments on what is preventing learning. The structure in place now is resulting in a tighter focus, including parent meetings for all.	
11.6	Pupil Premium	
11.6.1	<p>The +0.39% data for PP at CAB is good which shows the grant monies used towards teaching are being well spent. We will now be evaluating spending with a focus on increasing attendance of PP students and increasing results for 9-5.</p> <p><u>ACTION: LD (PP link) will look at PP plan, including where teachers are using that additional time well, and report to next meeting.</u></p>	LD
	Questions from Academy Council	
11.6.2	Why does the data show large gender swings in admissions ?	
	BT said there were no obvious reasons. Numbers of PP being looked at .	
11.6.3	CR explained that when looking at reading data for Year 7 there are a lot of disadvantaged students from KS2 who are not hitting the PP threshold. CH gave reassurance that the Academy always focusses on ensuring the maximum free school meal applications.	
11.7	Destinations	
	Questions from Academy Council	
11.7.1	What was the percentage of students who didn't go onto Level 3 compared to those who got 9-4?	
	<p>50.4% who had gained both subjects 9-5.</p> <p><u>ACTION: Further analysis of destination, including percentage of students accessing Level 3 to be included in future reports.</u></p>	BT

Item	Description	Action
11.8	Staffing - Recruitment	
11.8.1	BT reported on the shortage of teachers and difficulties with recruiting, highlighting that the Academy are still trying to recruit 2 English teachers.	
	Questions from Academy Council	
11.8.2	Have you promoted CAB's unique selling points, e.g., that there is less teaching allocation at City Academy?	
11.8.3	We have been creative and flexible for some adverts, e.g., Drama. Applications for teacher training have dropped nationally and it is therefore important to advertise early. Associate staff recruitment is also becoming more difficult. <u>ACTION: Include CAB's unique selling points in future adverts, e.g., less teaching allocation.</u>	BT
11.8.4	Do you keep in touch with pupils who have studied catering at CAB regarding catering vacancies?	
11.8.5	Yes, we have some ex-students and some parents working in the kitchen. Recruitment is challenging at the moment. Suggestion this could be done through community links.	
12	Safeguarding, SEND and CiC	
12.1	Safeguarding	
	<i>The Safeguarding 2021-22 Annual Report had been shared.</i>	
12.1.1	RP (Safeguarding Link) highlighted: <ul style="list-style-type: none"> RP/BT and Kelly Jeffries (who is now DSL) had met. There has been a huge increase in incidents over the past 2 years. This is partly as a result of better and more detailed reporting. There is a doubling of mental health concerns (similar to other schools). Termly safeguarding meetings take place. The number of staff who have received DSL (Designated Safeguarding Lead) training has increased to 24. The Academy are focussed on the actions in the report. An up to date Prevent Risk Assessment is required as a matter of urgency. Have recruited for a new Safeguarding Administrator and appointed a new E safety Officer. 	
12.2	SEND	
12.2.1	Councillors noted the SEND Link Visit Reports for Terms 5 and 6 which had been shared.	
12.3	Children in Care	
	<i>The CiC 2021-22 Annual Report had been shared</i>	
12.3.1	RP highlighted that action required around PP money linking to CiC PP money had been noted. <u>ACTION: JT will look at PP money linking to CiC in her meetings with CiC lead.</u>	JT
12.3.2	Councillors agreed the CiC 2022-22 Annual Report.	
13	Policies	
13.1	Councillors noted the CLF Board approved updated policies which had been shared: H & S (trust level); Data Protection; Information Security; Records Retention; Gifts and Hospitality.	
14	Any Other Business	

Item	Description	Action
14.1	<u>ACTION: Clerk to send RP list of new Link Councillors. RP will advise who to link with.</u>	RP

The meeting closed at 7.00 pm.

Next Meetings:

CAB	Weds 5.00 – 7.00pm	
AC3	30-Nov-22	
AC4	8-Feb-23	
AC5 (amended date)	26-Apr-23	Wed
AC6	28-Jun-23	