

Minutes – City Academy Council

Date	4 December 2024	
Location:	City Academy (CLF Institute)	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
	Leah Dowty (LD)	Sponsor Academy Councillor (Co Vice Chair)
	Jason Clarkson (JC)	Student Advocate
	Kerys Taylor (KT)	Support Staff Academy Councillor
	Sejal Patel (SP)	Sponsor Academy Councillor (Co Vice Chair)
	Claire Rodgers (CR)	Teacher Academy Councillor
	Mahalah Katz (MK)	Sponsor Academy Councillor
	Donna Taylor (DT)	Parent Academy Councillor
Attendees:	Ben Tucker (BT)	Principal
	Catherine Hickey (CH)	Vice Principal
	Tony Searle (TS)	Executive Principal
	Linda Corbidge (LC)	Academy Council Clerk
	Kate Yedigaroff (KY)	Observer (Elected Parent Councillor)
Apologies:	Leigh McKenna (LM)	Sponsor Academy Councillor
	Abdi Mohamed (AM)	Sponsor Academy Councillor
Absent:	Mohamed Elmi (ME)	Sponsor Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors to the meeting and introduced and welcomed Kate as the newly elected Parent Councillor.	
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 21 October 2024 were approved as a true copy, subject to Mahalah Katz being added as an attendee.	
4	Matters Arising	
4.1	<i>Advise councillors when Pupil Premium Policy is published on the website.</i> Completed.	
4.2	<i>Look into analysing future staff surveys by teaching/non-teaching staff.</i> ACTION: BT will follow up.	BT
4.3	<i>Add revised student outcome ethnicity data document to Governor Hub</i> ACTION: BT will follow up.	BT
4.4	<i>Arrange for the latest councillor information on the website to be posted in Reception.</i> ACTION: BT will check that this has been done.	BT

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4.5	<i>Share further communication to all parents on mobile phone policy.</i> BT explained that the new Parent App would be ready for beginning of Term 3. Information will be shared shortly regarding the mobile phone policy.	
4.5.1	Is there an option for translation on the new Parent App as there may be an option to see which language parents access on the App? There will be a lot of communication with parents before the launch of the App. ACTION: BT to look into whether translation is possible on the new Parent App.	BT
4.6	<i>All councillors to complete required governance training.</i> It was noted that all councillors required to complete the training had done so. ACTION: Clerk and Chair will follow up completion with one new councillor.	LC/RP
4.7	<i>Following interest from other CLF schools in CAB's community engagement meetings, BT to ask Jo to share details and dates with schools/collate attendance.</i> ACTION: BT to follow up.	BT
4.8	<i>Prioritise launching the My Child at School (MCS) Parent App and provide an update at next meeting.</i> See Item 4.5.1.	
4.9	<i>Provide update on accurate data re number of EAL students in Year 8 at next meeting. Ofsted has the correct information.</i> ACTION: BT will look into why school information is different to the information which Ofsted had shared.	BT
5	Governance	
5.1	Membership	
5.1.1	RP welcomed Kate, the newly elected parent councillor.	
5.1.2	RP explained that she was required to step down as she will have served two terms office when her term of office ends in 2025.	
5.2	Terms of Reference	
5.2.1	RP highlighted changes in the new Draft Terms of Reference which had been shared.	
5.3	Link roles	
5.3.1	It was noted that all required link roles are in place, plus additional roles.	
5.4	Slides	
5.4.1	RP encouraged councillors to look at the slides on children who face disadvantage which outline the CLF perspective and had been shared in the meeting folder.	
6	Parental Engagement & Community Engagement Verbal Updates	
6.1	Parent Engagement and Community Engagement	
6.2	It was noted that meetings had not taken place since the last Academy Council meeting.	
7	Link Councillor Visit Notes/Learning Walks	
7.1	Literacy Visit: LD highlighted areas from her Literacy Visit Note which had been shared as a Note of Visit. CR reported that a new librarian had been appointed.	
7.2	Is the new librarian a trained librarian? No, however we are giving her a lot of support.	
7.3	Is there CLF networking available for school librarians?	

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	<p>There is a network link in another school. LD suggested another CLF school with good practice that would be useful to visit. Discussion took place on the library area, which includes offices and walkthrough to safe space. It was noted that the library was large and needed focus. CR emphasised that she is managing the new librarian's induction carefully as she is new to the school. RP suggested linking with FE and other librarian networks to look at best practice.</p>	
7.4	<p>Is there a Parent Teachers Association (PTA)? Not at present; there has not been any interest from parents to form a PTA in the past. This can be discussed further at the Parent Strategy Meeting.</p>	
	<p>Discussion followed; key points were:</p> <ul style="list-style-type: none"> • It was noted that a PTA was often helpful in raising funds for books and for careers, with sources for work experience. • Strategies for targeting vulnerable readers, particularly through graphic novels, were discussed. CH emphasised the need to promote local libraries which offer graphic novels, and the need to focus on students experiencing disadvantage. <p><u>ACTION: SP will share additional information on graphic novels for vulnerable readers.</u></p>	SP
8	<p>Pupil Premium Report and Plan</p>	
8.1	<p>BT highlighted:</p> <ul style="list-style-type: none"> • The three-year plan moving forward will build on current initiatives. • Data is available to assess the impact of these initiatives, with the next step being an evaluation of progress using this data. • Attendance rates have improved, with Pupil Premium (PP) attendance being notably higher and the best in the federation 	
8.2	<p>How far are we from ensuring that all children read at their chronological age by Year 11 as this is a goal in the Pupil Premium Report. This goal is still quite far off, partly because Year 11 students are not currently tested.</p>	
8.3	<p>Do you test at the start of Year 7? We test everyone at the beginning and end of Years 7, 8, 9. Those with interventions are also tested at the end of each intervention. CR showed the detailed data available around testing for each teacher. BT noted that staff are now much more knowledgeable about reading.</p>	
8.4	<p>Is the £8000 of Pupil Premium (PP) funding allocated to the Careers Advisory Programme used for external support? It is used for external support. BT provided an explanation of the resources and support available within the programme.</p>	
8.5	<p>Discussion followed on the allocation and impact of funds spent on curriculum enrichment. Key points:</p> <ul style="list-style-type: none"> • The funds cover various activities, including the Spanish trip, which is subsidised for PP students. • The potential role of a PTA in supporting these activities was mentioned by councillors. BT noted that school buildings are being rented out regularly which may indicate there may be more interest in forming a PTA. • There was a discussion on identifying specific social capital opportunities that PP students might be missing. • BT highlighted that research shows debating has yielded the best outcomes for PP students. 	

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	<ul style="list-style-type: none"> Following the recent Ofsted inspection, BT suggested that this is an opportune time to review the school's vision and the longer-term strategic plans. 	
8.6	Councillors noted the Pupil Premium Plan. RP thanked everybody who had worked on it.	
9	Student Voice on Teaching and Learning	
9.1	<p>The breakfast meeting which was to focus on student voice had not taken place due to Ofsted. There was a suggestion to reconvene the meeting before the end of the term. It was noted that this might be challenging due to the timescale involved. BT noted that there was already significant student feedback from Ofsted.</p> <p><u>ACTION: BT will propose dates to reconvene the breakfast meeting for early in Term 3.</u></p>	BT
9.2	<p>The meeting included a review of the Student Council notes and a discussion on the new student voice process. JC referred to the Student Council notes in the meeting folder and highlighted key points.</p> <ul style="list-style-type: none"> JC explained the new, more student-led process for student voice. Notes from students are now fed into the Student Council meeting and then to Academy Council. Feedback indicated that the entire curriculum is satisfactory, but students feel that teachers are talking too fast, which might be challenging for EAL students. LD noted the importance of this considering the amount of listening required and mentioned Ofsted's advice to check for understanding. The "you said, we did" approach had been presented to students. Some students expressed a desire for homework to be on topic and to be stretched and challenged. It was noted that there is no homework policy, and no timetable specified; teachers generally give students a week to complete assignments. 	
9.3	<p>Further discussion covered three main points:</p> <ul style="list-style-type: none"> Best teacher characteristics - the importance of teachers engaging in dialogue with students rather than talking at them was emphasised. Approach to homework – highlighted the need to consider workload, impact, and mental health. It was noted that there is no current Homework Policy, and councillors recommended revisiting it for consistency and impact. LD commented that according to the Education Endowment Foundation (EEF), homework should be purposeful, have a high impact at a low cost, and be manageable in terms of time required to chase incomplete work. Impact of teaching experience and teacher absence on current Year 10 and Year 11 students. Councillors noted the importance of considering the teaching experience of previous year groups. CH mentioned that Heads of Faculty track this information and incorporate it into their planning. <p><u>ACTION: BT to look into establishing a Homework Policy.</u></p>	BT
9.4	<p>At start of the year do you collate information on how many children have access to the Internet?</p> <p>The last time data was collected was during Covid, however the library provides access to the Internet.</p>	
9.5	<p>RP raised student voice that supply teachers could be rude, questioning the induction process for supply teachers.</p> <p>BT acknowledged the importance of how students interact with supply teachers and mentioned efforts to reduce reliance on them. Two cover supervisors have been employed due to the importance of relationships. The strategy to have teachers who</p>	

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	were known has been put in place to cover for the first two absences and the school has also over-recruited staff to ensure cover during some free periods if needed.	
9.6	<p>The meeting included a discussion on extracurricular activities and strategies to increase student participation.</p> <ul style="list-style-type: none"> JC noted that 137 students are currently registered in extracurricular activities and raised the question of how to involve more students. JC noted there were some barriers include responsibilities like looking after younger siblings and religious commitments. RP asked if JC had visited BBA to look at their practice around extra activities. It was noted this was scheduled for next term. Councillors discussed that at Bristol Metropolitan Academy every child participates in an extra-curricular activity. BT questioned whether some were at lunchtime as these activities are largely dependent on the goodwill of staff. The Cookery Club is no longer active due to resource constraints, but many students are now taking cookery in Year 11. Councillors suggested considering non-sport activities like cookery and debating to broaden students' horizons. A suggestion box received 34 responses, showing good engagement from students. A quick win was identified: allowing students to have Doritos back in the venue. 	
9.7	<p>Do you ask for feedback when planning activities?</p> <p>We have encouraged staff support by advising that funding for equipment is available or the option to share leadership of clubs. Current examples include Dungeons and Dragons and Chess Club. MK reported positive feedback, noting that her child attends a club every night which indicated good provision.</p>	
10	Staffing/Wellbeing	
10.1	<p>The latest staff survey results were circulated, BT highlighted that</p> <ul style="list-style-type: none"> Every score has improved compared to the previous one. Staff feel listened to by senior leaders. Communication has improved. BT commented that it feels good around the school. Further suggestions included opening the gym. <p>CR highlighted the success of the free breakfast on Friday, noting the venue was very busy and everyone pulling together despite being tired.</p>	
10.2	<p>RP asked for further feedback from staff councillors.</p> <ul style="list-style-type: none"> KT reported on normal wintery feelings, including the adjustment to the lack of light. KT requested increased options for the SLT drop-in sessions for staff. 	
11	Academy Council Report	
11.1	Ofsted	
11.1.1	<p>BT gave a brief summary of key areas from the Ofsted Inspection report conducted last week:</p> <ul style="list-style-type: none"> The school was well supported by the Federation. Pleased with the four focus areas. Received commendation for presenting the evidence. Students felt safe. Safeguarding practices were complimented for exemplary recording. Improvements required in work experience. Governance was noted as good. 	

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	CH commented on the need to increase openness about the school's successes.	
11.1.2	What are you going to do about lessons learnt, moving forward? We are awaiting written feedback from Ofsted to guide narrative changes with staff.	
11.1.3	Do you have data on how many participate in work experience? <u>ACTION: BT will share data on participation in work experience at next meeting.</u>	BT
11.1.4	Discussion followed on plans to promote the Ofsted results, which included using CLF central team and the Academy Family Support Team. Councillors suggested including Ofsted feedback in the Principal's online talk to parents next term.	
11.2	Destination Data	
11.2.1	BT highlighted that some of the students are NEET (young people not in education or training) and some have been confirmed as returning to their countries of origin. Councillors were pleased to note that the majority of students went on to positive destinations.	
11.2.2	RP questioned the data on Post 16 as it doesn't mention CLF Post 16 as a destination and the Sixth Form College data is inconsistent as there is only one in Bristol. <u>ACTION: BT will follow up destination data regarding CLF Post 16.</u>	BT
12	Policies	
12.1	Attendance Policy - further to a question from councillors, Colleen was identified as the Senior Attendance Champion and will receive training. Councillors praised the attendance initiatives, such as featuring three students in the newsletter. They also noted the updated Academy Attendance Policy, which will include the Senior Attendance Champion role as specified.	
13	Equality, Diversity and Inclusion	
13.1	What is the workforce data comparison to the previous year? <u>ACTION: BT to bring workforce data comparison to next meeting</u>	BT
13.2	BT reported that there would be a focus on EDI on the 5 and 6 January Inset days.	
14	Safeguarding	
14.1	<i>The Safeguarding Term 1 Report and Safeguarding Link Visit Report had been shared.</i> RP highlighted <ul style="list-style-type: none"> • Concern previously that the school was not receiving domestic abuse notifications – these are now starting to come through so BCC must have administrator resource now. • Following a focus on the over-representation of Year 7s incidents are expected to fall this term. • It is believed that the rise in racist incidents might be partly due to staff awareness and improved logging of incidents. • Students are able to articulate bullying etc. well. • There were 34 formal meetings in the term and 138 incidents in the term – this is a lot of work for the Safeguarding and Pastoral Teams. 	
15	Risk Register	
15.1	<i>The Risk Register had been shared.</i> RP highlighted risks which had been discussed with BT <ul style="list-style-type: none"> • Major risks are the sports hall roof, negative press and media reports (as no control over). 	

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	<ul style="list-style-type: none"> Temple Quarter school – it was noted students are still in temporary accommodation as the new build has been delayed for a further year. 	
16	Matters for the attention of the Board/COAC	
16.1	None.	
17	Any Other Business	
17.1	TS commended BT and CH for their exceptional leadership and support for colleagues during the Ofsted Inspection process.	

The meeting closed at 7.00pm

Meetings: Wednesdays 5.00 – 7.00 pm at CLF Institute

CAB			
AC1	Wed	25-Sep-2024	5-8pm
AC2	Wed	21-Oct-2024	5 -7pm
AC3	Wed	4-Dec-2024	5 -7pm
AC4	Wed	5-Feb-2025	5 -7pm
AC5	Wed	23-Apr-2025	5 -7pm
AC6	Wed	18-Jun-2025	5 -7pm