

Minutes – City Academy Council

Date	7 February 2024	
Location:	City Academy (CLF Institute)	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP) Ben Tucker (BT) Claire Rodgers (CR) Sejal Patel (SP) Jason Clarkson (JC) Mahalah Katz (MK) Abdi Mohamed (AM)	Sponsor Academy Councillor (Chair) Principal Teacher Academy Councillor Sponsor Academy Councillor (Co Vice Chair) Student Advocate Sponsor Academy Councillor Sponsor Academy Councillor
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH) Marlène Rak (MR)	Academy Council Clerk Vice Principal Observer – Elected Parent Academy Councillor
Apologies:	Cameron Shaw (CS) Leah Dowty (LD) Donna Taylor (DT)	Executive Principal Sponsor Academy Councillor (Co Vice Chair) Observer – Elected Parent Academy Councillor
Absent:	Joanna Tomlin (JT)	Sponsor Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors to the meeting and introduced Marlène, the newly elected Parent Academy 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 29 November 2023 were approved as a true copy.	
4	Matters Arising	
4.1	<i>CiC Policy taken forward to next meeting. See later item. Completed</i>	
4.2	<i>Clerk to diarise a focussed discussion around EAL for a future agenda. See Academy Report. Completed.</i>	
4.3	<i>BT/RP will meet to discuss breakdown of SEND spend including notional spend. RP/BT to look at budgets. See report. Completed.</i>	
4.4	<i>RP to arrange a meeting with AMa to discuss actions regarding Pakistani student absence. RP reported that AMa had resigned from the Academy Council since the last meeting.</i>	
4.5	<i>LD will arrange a meeting with Colleen next term to review Pupil Premium.</i> ACTION: BT will arrange meeting with Colleen and MK (now Pupil Premium Link).	BT
4.6	BT to follow up on Support Staff vacancy. BT/CR reported that there had been no interest. ACTION: BT/CR will follow up again.	BT/CR
4.7	<i>Councillors suggested a question in the staff survey around mental health support – BT to follow up/BT will arrange for questions from Academy Council/SLT to be included in the Staff Survey. Staff are completing the staff survey this week – a question on mental health was included.</i> ACTION: BT to report survey results at next meeting.	BT

Item	Description	Action
4.8	<i>JC to seek student voice on reading culture.</i> See later item.	
4.9	<i>BT will provide workforce data by group.</i> See report. Completed.	
4.10	<i>Data analysis to next meeting on reasons for suspension by PP, ethnicity, and gender.</i> See report. Completed.	
5	Governance	
5.1	Membership	
5.1.1	Link Roles were confirmed: RP – Safeguarding/CiC; MK – Pupil Premium /Careers; SP – EDI/Careers; AM – Behaviour; LD – Teaching & Learning; DT - SEND & PSHE/RSE.	
5.1.2	The next breakfast meeting will look at AIP (Leadership) – 23 April 8 am. An Immersion Day will be arranged shortly for the Summer term.	
6	Parental Engagement & Community Engagement Updates	
6.1	Parent Engagement	
6.1.1	The Parent Engagement Strategy had been updated since the last meeting and shared with councillors. BT reported that the next step is introduction of the Parent App. which he is working on with the central team in order to set up as soon as possible.	
6.1.2	RP raised that parents had commented that they can't hear at Reception. BT advised that he is currently looking at different heating as the heaters are noisy.	
6.1.3	Discussion took place on the parent forum. Councillors supported the suggestion that the Principal could give a short talk at Parents Evenings. However, it was raised that those parents who cannot attend Parents' eve would not have the same opportunity to hear from the Principal .	
6.1.4	Councillors recognised the good work of the Family Support Team at the Academy.	
6.1.5	What support will there be for parents when introducing the App? We have plans in place for the Family Support Team to help with accessing the App at coffee mornings/parent evenings. AM volunteered to support if parents have language issues around the App. Councillors suggested producing videos in community languages.	
6.1.6	What is the take up for the Thursday morning meetings? It is good but is the same group of parents - we have Somali voice but not many others. Communication with other parents is through the Pastoral Teams. We would like to find a way to engage GRT parents.	
6.2	Community Engagement	
6.2.1	RP reported that the Community Engagement meeting had gone well. BT explained that the meeting provides a link to community groups. It is useful for them to know what the Academy is doing around safeguarding. Next Meeting is 11 th July.	
7	Link Councillor Visits/Learning Walks	
7.1	Single Central Record (SCR) Check - RP referred to her Visit Note which had been shared - RP had found the SCR very thorough with no issues found.	
7.2	RP highlighted areas from the Safeguarding Link Visit: <ul style="list-style-type: none"> • The number of safeguarding incidents are reducing. • Concern over E Safety and Young Carers and the need for strategic approach. • Numbers of students reporting 'low mood' are still high. <p>CH advised that Lisa Bunker had picked up E Safety and Young Carers. A new Safeguarding Administrator had now been appointed and will start after half term.</p>	
7.3	Are there trends for those with 'low mood'?	

Item	Description	Action
	No, it runs across all ethnicities/genders/ages. The size of the safeguarding team has been increased. The number of safeguarding incidents have reduced this term - the school is stable with less movement of students in/out.	
7.4	How do you find out about students with low mood? There are various indicators picked up by staff e.g. appearance or disclose not feeling well. Anything different with a child is picked up. Discussion followed around the PSHE curriculum, social media and the increase in students now being able to articulate how they feel.	
8	Staffing/Wellbeing/Staff Voice	
8.1	Staffing	
8.1.1	CR reported that training had been good around literacy for support staff, and this was now embedded into all lessons. Some HLTA staff had felt that some students were not receiving the support – CR will go back to Nick to discuss actions. It was agreed the training had been useful.	
8.1.2	Do these staff feel confident supporting students? Yes, it is helpful to provide this further support as the staff want to ensure texts are accessible.	
8.1.3	Data on workforce ethnicity is not clear in the report. ACTION: BT will look into and feedback at next meeting.	BT
8.2	Wellbeing	
8.2.1	BT reported on staff wellbeing commenting on the time of year, dark nights, and the current challenges of education as a sector. The union representation is also tricky within the school with concerns being raised, some of which are not within the realm of the school to respond. CR added that the union communication has been unsettling for the young team. BT will communicate re directed time/sorting TLR concerns by adjusting roles and agree a way of communication/meetings with unions. Councillors commented that it would be good to communicate the results of the staff survey with staff.	
9	Student Voice	
9.1	JC shared student voice around the focus on literacy.	
9.2	RP reported that the election for Student Voice Council took place on 26 th January – result due on 9 th Feb. CAB had two candidates in the election out of 6. It was good to see their points in the manifestos.	
9.3	Is the school doing the new City-wide Pupil Voice survey? CH will send to JC. RP commented that it is important that CAB students do this to be able to compare our results to the previous survey to show improvement, but also to benchmark against other schools. ACTION: CH will send results of the Pupil Voice Across Bristol Survey to JC	CH
10	Feedback from Breakfast Meeting on Literacy and EAL Discussion	
10.1	Meeting papers included notes of the meeting.	
11	Academy Council Report	
	<i>Academy Council Report had been shared.</i>	
11.1	Attendance	
11.1.1	BT reported: <ul style="list-style-type: none"> Attendance remains a challenge, CAB are just behind BBA. Year to date is 89.5%. It has dropped since the last meeting due to general illness which is similar to other schools. Pupil Premium attendance is one of highest in the Federation. 	
11.1.2	Why do you use BBA/Bristol Met as comparison?	

Item	Description	Action
	BBA is a similar school and BMA is an outstanding school.	
11.1.3	<p>How can you increase attendance? Messaging home to parents, unauthorised absence for parents taking students out of school, fixed penalty notices and taking parents to court. Supporting families and good student relationships with school as these have the best results in increasing attendance rather than sanctions.</p> <p>RP fed back that a Trauma Informed Trainer had commented following a visit that they hadn't ever seen such positive reactions between staff and students at lunchtime and that every interaction was nurturing. Discussion followed around same day visits for safeguarding concerns and the procedures following absences which includes support from the Family Support Team and return to school chat by staff. Students who are ill during the day go to the attendance office to try to keep them in school.</p>	
11.1.4	<p>Was attendance affected by Ramadan or EID? EID is not recognised as authorised absence. It was not an issue this year as EID was during the school holidays.</p>	
11.1.5	<p>What are you doing to support students to have a sense of belonging as new DFE commissioned research has highlighted that this is key to student attendance? We have a student tracker for every student weekly and case studies of successful outcomes from support given to individual students. The way a school needs to support students is different to previously due to lack of outside agency support. BT gave an example of the support provided for a student.</p>	
11.1.6	<p>Are you interacting with students as soon as they arrive late, as immediate discussion most effective? The Attendance Officer is currently doing this, but we will be trialling Reception staff doing this after half term.</p>	
11.1.7	<p>Have you taken any actions which have impacted on holidays taken during term time? We look at these on a case-by-case basis as some do need to go abroad for family visits. Family Support Workers have discussions to persuade families to adjust holidays so that they are taken during most of school holiday if possible.</p>	
11.2	Admissions for September	
11.2.1	BT reported that following a request to take 280 students next year in Year 7, he had agreed to take 230 which is a rise from 200. First preferences are up by 24% which is a real step forward.	
11.2.2	<p>Will this result in an increase class size? No. Funding is available to provide a new classroom.</p>	
11.2.3	RP commented on the low number of EAL recorded in Year 7 suspecting that parents had misunderstood the question, with more being identified since September. RP recommended that data should be checked and not just taken from Year 6 information.	
11.3	Suspensions	
11.3.1	<p>BT reported:</p> <ul style="list-style-type: none"> • Suspensions are relatively low compared to other schools. • The school is suspending less but for a higher average number of days to make expectations clear to students with consequences. • There has been one suspension appeal. • Inclusion, the Internal Suspension Room and Pastoral support has helped to reduce the number of suspensions. 	
11.3.2	<p>Are suspensions lower than last year due to less fights? Yes, these incidents are much reduced. Relationships with students help - Trauma Informed Training for staff has increased. An Extra Curricular Enrichment Coordinator has been appointed and is doing a good job. QR codes have been introduced to register</p>	

Item	Description	Action
	students so teachers can see attendance. We are also looking at re-introducing DofE and bringing back competitions for houses.	
11.3.3	Can we bring in external people to run clubs? Yes, please let us know of anyone interested.	
11.3.4	What support do staff receive where there are incidents involving staff? BT/CH explained the support given to individual staff. The PSHE curriculum and targeted intervention groups also focus on sexual harassment and empowering voices. Councillors said they felt reassured with the support given to staff. BT emphasised that they are aware of the need to check in with staff after incidents.	
11.4	SEND	
11.4.1	BT referred to the SEND funding information in the report.	
11.4.2	When you add top up funding and SEND notional funding, does it cover spending on SEND? ACTION: BT will bring information to next meeting.	BT
11.4.2	How is lunchtime? Queues are moving more quickly with the new canteen. We also now have more chefs.	
11.5	Quality of Teaching	
11.5.1	BT reported: <ul style="list-style-type: none"> • Reviews have been undertaken with departments which highlighted good teaching. • The Academy Review Visit also highlighted good teaching. Some teachers who need improvement are at the start of their careers. • There are no staff on capability compared to 3 last year. • All of Early Career Teachers (ECTs) are on target. • Mock Results had been shared with comparison to last year at this time and in Summer. We are ahead of where we were last year. P8 scores are good. 	
11.5.2	How do we know the progress of EAL students who don't take GCSEs? EAL students go through competency bands. EAL students all take examinations. Others in lower bands all do functional skills/option subjects – accessing 9 different subjects. There are only two students this term with no English.	
11.5.3	How do we know how they go through bands? We don't report on bands as there is no formal assessment available. They are assessed at Year 9 to see if they can come out of EAL intervention. Methods of assessing progress of newly arrived students without English will be looked at further.	
11.5.4	How do we demonstrate evidence of progress? We have case study examples. ACTION: CR will discuss provision of evidence with EAL Lead.	CR
11.6	Health and Safety and Finance	
11.6.1	BT reported: <ul style="list-style-type: none"> • Health and safety is currently Good. • Carpark recognition software will be installed on gates shortly which will make the site more secure. • Temple Quarter new school hasn't affected numbers. • Staff recruitment continues to be a challenge, as in all schools. • Budget is manageable; we can save money were needed. 	
11.6.2	Is there enough money in the budget to repair the Sports Hall roof? Some of it needs replacing. We can use some money out of the budget, and we will apply for some from CLF reserves.	
12	Safeguarding	
12.1	The Safeguarding Report had been shared and was noted.	

Item	Description	Action
13	Policies	
13.1	Is it worth referencing in the Anti Bullying Policy that there is a safe space provided for children if they are being bullied? <u>ACTION: BT will arrange for this to be added to the policy.</u>	BT
13.2	CAB Policies approved: Anti Bullying (subject to amendment as in 13.1), Children in Care. CAB/CLF Template Policies noted: Provider Access, Complaints.	
14	Matters for the attention of the Board/COAC	
14.1	None.	
15	Any Other Business	
15.1	None.	

The meeting closed at 7.00 pm.

Next Meetings:

CAB		
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