

## Minutes – City Academy Council

**Date:** 3 July 2024  
**Location:** City Academy (CLF Institute)  
**Time:** 5.00 pm

**Present:**

Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
Ben Tucker (BT)	Principal
Sejal Patel (SP)	Sponsor Academy Councillor (Co Vice Chair)
Leah Dowty (LD)	Sponsor Academy Councillor (Co Vice Chair)
Claire Rodgers (CR)	Teacher Academy Councillor
Donna Taylor (DT)	Parent Academy Councillor
Marlène Rak (MR)	Parent Academy Councillor
Jason Clarkson (JC)	Student Advocate

**Attendees:**

Linda Corbidge (LC)	Academy Council Clerk
Catherine Hickey (CH)	Vice Principal

**Apologies:**

Leigh McKenna (LM)	Sponsor Academy Councillor
Mahalah Katz (MK)	Sponsor Academy Councillor
Cameron Shaw (CS)	Executive Principal
Abdi Mohamed (AM)	Sponsor Academy Councillor

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	RP welcomed councillors to the meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	There were no verbal declarations of interest made for this meeting.	
<b>3</b>	<b>Minutes of Previous Meetings</b>	
3.1	The minutes of the meeting held 24 April 2024 were approved as a true copy.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<i>Link MK with SLT member for Pupil Premium when known.</i> <b><u>ACTION: SLT member for Pupil Premium now confirmed, BT will provide MK with contact details.</u></b>	<b>BT</b>
4.2	<i>BT to share staff survey results at next meeting.</i> The staff survey had been postponed as it had been agreed with the staff union that it would take place after the strike action in order to show that CAB are meeting the asks. <b><u>ACTION: BT will bring results to first meeting next term.</u></b>	<b>BT</b>
4.3	<i>BT will look into data on workforce ethnicity which is not clear in the report.</i> Data had been shared. RP questioned the data provided. BT said he would re-look at the data as he was aware that the diversity of staff and teachers was increasing. <b><u>ACTION: BT will share revised ethnicity data before end of term.</u></b>	<b>BT</b>
4.4	<i>CH will send results of the Pupil Voice Across Bristol Survey to JC.</i> Completed	
4.5	<i>BT to discuss SEND notional funding further with RP</i> <b><u>ACTION: Taken forward</u></b>	<b>BT</b>

Item	Description	Action
4.6	Check that wording has been added to the Anti Bullying Policy that a safe space is provided for children if they are being bullied. Completed.	
4.7	Due to possible changes to composition of Academy Councils, Clerk to seek guidance from the Central Governance Team regarding action on Support Staff vacancy. RP fed back that discussions are still taking place regarding changes to composition of Academy Councils. In the meantime, an election had taken place, with only one nomination received. The clerk will contact the successful candidate shortly to advise they have been successful and start their induction.	
4.8	Put ME in touch with Lucy Ware regarding Health & Safety Link Role. Completed.	
4.9	Councillors to add Immersion Day 9th July to calendars. Completed.	
4.10	Introduction of Parent App – Parent communication/introduction of App. See later item.	
4.11	Arrange for an article on the EDI Coordinator to be added to next newsletter. BT confirmed that an article would be in the next newsletter.	
4.12	Contact Colin at BBA re issuing a survey at CAB. BT explained that there were a lot of surveys at the moment e.g. surveys on misogyny, healthy student and a beyond referrals survey.	
<b>5</b>	<b>Governance</b>	
5.1	<b>Membership</b>	
5.1.1	Membership was now full (see item above).	
5.2	<b>Link roles</b>	
5.2.1	There will be changes to link roles required for next year – to be confirmed in September.	
5.3	<b>Visit Notes</b>	
5.3.1	RP encouraged councillors to complete Visit Forms and explained that at least 3 visits/attendance at committees a year are encouraged for each link councillor. <b><u>ACTION: LC will put template Visit Form on Governor Hub.</u></b>	<b>LC</b>
5.4	<b>Training</b>	
5.4.1	Councillors confirmed all have access to Governor Hub.	
5.5	<b>Immersion Day</b>	
5.5.1	Councillors were reminded that the Immersion day is taking place on <b>Tuesday 9<sup>th</sup> July</b> and will focus on Leadership and Management. RP will share agenda. Specific further meeting to review Academy Improvement Plan on Thurs 11 <sup>th</sup> July.	
5.5.2	Discussion took place on actions to help staff and students get to know Academy Councillors. It was agreed there should be more focus next year in Staff Meetings, assemblies, parents' evenings and photos of Academy Councillors on noticeboards. <b><u>ACTION: BT to arrange for Academy Councillors photos and roles to be posted on Academy Noticeboard.</u></b>	<b>BT</b>
<b>6</b>	<b>Parental Engagement &amp; Community Engagement Verbal Updates</b>	
6.1	<b>Parent Engagement</b>	
6.1.1	RP fed back that the Parent Strategy Meeting had been a helpful meeting. Discussion included: <ul style="list-style-type: none"> <li>Parent strategy will be a priority as part of Belonging strand in the Academy Improvement Plan next year and Academy Council will monitor through that.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Soft lockdown communication with parents and questions around incidents in the community was discussed and BT will feed back to CLT.</li> <li>Organisation of parent evenings and themed coffee mornings – information to be included on more external agencies/clubs.</li> <li>Suggestions for improvement to the reception area.</li> <li>The App for communication to parents has been up and running in other CLF schools. Will be rolled out at CAB next term.</li> <li>Suggestion for a video update for parents from the Principal 3 times a year.</li> <li>BT welcomed questions from councillors.</li> </ul> <p><b><u>ACTION: BT to invite Community Engagement Network to have stalls at Parents' evenings.</u></b></p> <p><b><u>ACTION: BT to trial a video update for parents from the Principal 3 times a year.</u></b></p>	<p>BT</p> <p>BT</p>
6.1.2	<p><b>Is there now a staff member responsible for Facebook as there seems to be increased information now being posted on Facebook which is good to see?</b></p> <p>Yes. BT welcomed any feedback.</p>	
6.1.2	<p><b>Is the App which will be available in September just for parents?</b></p> <p>Yes.</p>	
<b>7</b>	<b>Staffing/Wellbeing/Staff Voice</b>	
7.1	<p>CR fed back that there is a lot going on this term as some work had been postponed due to the strike. CPD meetings are being held about what has gone well this year.</p>	
<b>71.1</b>	<p><b>What type of CPD has been a focus this term?</b></p> <p>Safeguarding, culture and ethos, EDI and literacy. As a school safeguarding and culture and ethos is in a much better place and there will now be increased focus on teaching and learning.</p>	
<b>7.1.2</b>	<p><b>Is there any space for staff to relax?</b></p> <p>The staff room is available. Next year, every teacher is going to be given a laptop and work spaces created around the school. Lockers will be provided for staff to be able to store laptops overnight so there is no expectation to take laptops home to work.</p>	
<b>7.1.3</b>	<p><b>It is good to see that there is now free coffee in the staff room, but there are no cups, and the vending machine does not contain any healthy options.</b></p> <p>There is always a range of healthy food available in the Venue. A gym is being installed in the building opposite for use of CAB staff, and eventually the community.</p> <p><b><u>ACTION: Claire will do a short staff survey on what staff would like to be available in the vending machine.</u></b></p>	CR
7.1.4	<p>Discussion took place around staff wellbeing, with councillors agreeing that staff wellbeing is mainly about workload and behaviour. BT commented that behaviour was not mentioned during the union negotiations.</p>	
<b>8</b>	<b>Student Voice</b>	
8.1	<p>JC had shared information that had come from Student Voice meetings on CEIAG, highlighting that he is working with Rachel on careers, and it was good to see Years 7 &amp; 8 starting to think about careers in PSHE lessons and following up through the lessons in later years. JC commented that he is looking forward to putting next year's plans in place (as in paper).</p>	
<b>8.2</b>	<p><b>How is student voice information shared with staff?</b></p> <p>JC will be looking at working on formalising the Student Council for next year. There are already six dates in the calendar to meet students and will be meeting with BBA to look at what they are doing.</p> <p>Councillors commented that it is good that JC will be responsible for careers and student voice next year so there can be strategic vision and a linking with PSHE and CEIAG.</p>	

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	<b><u>ACTION: JC will report back on Student Voice process for next year.</u></b>	<b>JC</b>
<b>8.3</b>	<b>What was the action resulting from student voice last year on uniform?</b> Rules around shoes and trainers were introduced in September which increased annoying conversations about shoes. Students seem more comfortable in all black trainers and a large percentage want to wear blazer or a jumper. To reduce uniform costs the tie will be the only branded item (a tie it yourself tie not clip on as previously).	
<b>9</b>	<b>Academy Council Report</b>	
<b>9.1</b>	<b>Staff Strike Action</b>	
<b>9.1.1</b>	BT reported that an agreement had now been reached with the union on the 'asks' and members had voted to stop the strike action. BT will be writing to parents tomorrow morning. RP asked for thanks to be noted to Rachel Mylrea, Marcus Gray, Catherine and Ben for the huge amount of work involved in resolving the strike action.	
<b>9.1.2</b>	<b>How are staff relationships now?</b> The staff seem fine; some staff felt torn between always acting with your Union, and were not happy crossing a picket line, and for many it feels as if it is a huge relief that it is over. Lessons have been learned from the process which will be looked at by CAB and CLF. Staff retention is really good and does not seem to have been affected by the industrial action. . <b><u>ACTION: BT will share agreement with unions with Councillors</u></b>	<b>BT</b>
<b>9.1.3</b>	<b>Is there still a Head of Science vacancy?</b> The Head of Science is leaving as he has got a job elsewhere which is more convenient for him. We have recruited successfully to fill the role.	
<b>9.2</b>	<b>Attendance</b>	
<b>9.2.1</b>	<b>Has attendance been affected by the strike?</b> The strike did impact on attendance, as attendance for the remainder of the week after the strike was lower. Attendance figures are also affected by Eid.	
<b>9.2.2</b>	BT reported on the continued focus on attendance next year: <ul style="list-style-type: none"> <li>• The two attendance officers will be continuing and will be situated closer to reception.</li> <li>• There will be more time for the senior leader to focus on attendance.</li> <li>• Fifteen PP students had been selected to focus actions on these students to see if they should be expanded across the school.</li> <li>• Working hard on attendance and had improved since last year.</li> </ul>	
<b>9.2.3</b>	<b>DT (Attendance Link) reported that at a recent meeting it was noted that some SEND attendance is being miscoded.</b> There is a wealth of knowledge this year with a new attendance officer which is helping in the analysis of attendance. We are aware of the importance for analysis that absence is coded accurately.	
<b>9.2.4</b>	<b>Have we sought student voice from students with persistent absence?</b> We have for some students individually, but it would be useful to gather more to look for trends. <b><u>ACTION: JC to seek student voice on reasons for absence from students with high absence</u></b>	<b>JC</b>
<b>9.2.5</b>	<b>Why are there less suspensions but for longer periods of time?</b> This remains a strategy – if we do suspend, it needs to be for a major issue, so we suspend for longer. In comparison to other CLF schools our suspensions are lower. We always suspend for physical assault. We have started a 'safe hands policy' which is on the Academy Improvement Plan. We are hoping it will lead to calmer corridors at lesson transition/break and lunch times and lower the number of recorded 'physical assaults'.	

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9.2.6	<b>Are there staff on duty at all those times?</b> Yes, every break time staff are on duty in a blue tabard. Students should always be able to see a staff member in blue tabard at any time on transitions.	
9.2.7	<b>There are 97 incidents of physical assault which is a lot – what sort of incidents are they?</b> Any fight whether play fight or more serious is recorded as a physical assault to ensure students understand the severity. We will suspend following investigation. There are not as many as previously, but we want to keep improving.	
9.2.8	<b>Can we see term by term data on incidents reported?</b> We see an increase in incidents when we include information in briefings. <b><u>ACTION: Term by term data on incidents is always included in the Termly Safeguarding Report. Termly suspensions data to always be included in Academy Council report.</u></b>	BT
9.2.9	<b>The post on Facebook on Pride showed a photo of all white students.</b> There were other students in the photo which did not show on Facebook. 30/40 staff and 10 students took part in the Pride parade within school. There were some homophobic behaviours we were not happy with at the parade. CH explained actions which have followed regarding educating on tolerance/being accepted/ homophobia, plus individual consequences for individual students. Student voice showed that the students felt supported.	
9.2.10	<b>How are we supporting students who are suspended?</b> The students are supported by their pastoral teams by working through a graduated individual response depending on the student. There are a small minority of repeat students.	
9.2.11	<b>What support are the adults receiving who are involved in these incidents?</b> They receive support through the pastoral team/line manager. Our staff are good at dealing with physical assaults; we need to focus more on how we support staff where there have been racist comments.	
9.2.12	<b>Is smart phone use related to these incidents?</b> Smart phones are not allowed in school but outside communication by phone does have a huge correlation between the incidents. We are also aware of the need to educate students on how to use a phone and the dangers of a phone.	
9.2.13	<b>Is there proactive leadership around E Safety?</b> Next year Safeguarding and E-Safety is back on the Academy Improvement Plan as there needs to be a refreshed strategic E-Safety Plan. DT provided information on the website Parent Shield where there is an initiative for Sim only phones with no internet. It was acknowledged that this would require the involvement of both parents and students. <b>ACTION: Parent Shield initiative will be looked at in AIP meeting next week.</b>	BT
9.3	<b>Teaching and Learning</b>	
9.3.1	<b>Do you have a different focus on teaching and learning monitoring each term?</b> Yes, however we plan this to be more effective next year with new SLT leadership.	
9.4	<b>Risk Register</b>	
9.4.1	<b>Are we replacing the roof in the sports hall?</b> We will look again to see if can use funds from the Reserve Funds. There is a meeting booked in in 2 weeks' time re risks. <b><u>ACTION: RP will meet with BT to look at the Risk Register, Risk Register to be shared at next meeting.</u></b>	BT/RP
9.5	<b>Finance – Budget 2024/25</b>	
9.5.1	BT presented the budget for 2024/25 highlighting: <ul style="list-style-type: none"> <li>Income and expenditure summary.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Trading income is increasing next year as a result of a lot of negotiations to raise income from the Sports facilities.</li> <li>Budgets are balanced and signed off for next year which has been challenging.</li> <li>Surplus of £97000 will go into reserves.</li> </ul>	
9.5.2	<p><b>Why has there been an overspend on supply staff this year?</b>            We have had some long-term absence, cover for trips and cover for our good quality staff who are out of school as they are spending time as curriculum creators. Staff sickness has been low this year.</p>	
9.5.3	Councillors noted the budget.	
9.6	<b>Health &amp; Safety</b>	
9.6.1	Councillors were pleased to note the report, and outstanding judgement. BT commented that he had a really good team. There were no questions.	
<b>10</b>	<b>Safeguarding</b>	
10.1	<p><i>The Safeguarding Term 5 Report and Safeguarding Link Report had been shared.</i>            RP highlighted areas from her visit note:</p> <ul style="list-style-type: none"> <li>Young Carers Award – Lisa is raising awareness through PSHE and convening a weekly support group. It is important that young carers get specific support e.g. with attendance and safeguarding, and that we monitor their outcomes. The importance of supporting young carers and the new group was highlighted and a pack of information shared.</li> <li>Most safeguarding incidents had reduced from the beginning of the year and on last year's data. Missing children notifications were not being sent to the school any more as there was reduced capacity at the local authority – RP will raise with the LA as this is a safeguarding risk.</li> <li>There is an issue around managing children in care strategy as the lead has left- however, the PEPs and on-going support is in place. There is a meeting next week which will focus on remedial issues with the new lead JE.</li> </ul>	
<b>11</b>	<b>Policies</b>	
11.1	None.	
<b>12</b>	<b>Matters for the attention of the Board/COAC</b>	
12.1	<b><u>ACTION: RP will feed back on the proposed changes to Academy Council make up and timings of meetings</u></b>	<b>RP</b>
<b>13</b>	<b>Any Other Business</b>	
13.1	<p>Councillors highlighted that EDI acronyms were missing from the end of the AC Report.  <b><u>ACTION: Clerk to share latest template with BT</u></b></p> <p>DATES – 9<sup>th</sup> July Immersion Day            11<sup>th</sup> July – 10.30 meeting to look at AIP.            Staff surgery dates – to be organised after staff survey responses.</p>	<b>LC</b>

The meeting closed at 7.10pm.

**Next Meetings 2024-25: Dates to follow**

<b>CAB</b>		
AC1	25/09/2023	5-8pm (CLF Board & Academy Council Results Review)
AC2		5-7pm
AC3		5-7pm
AC4		5-7pm
AC5		5-7pm

AC6

5-7pm