

Minutes – City Academy Council

Date	8 February 2023	
Location:	City Academy	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP) Ben Tucker (BT) Cameron Shaw (CS) Leah Dowty (LD) Abdul Malik (AMa) Lucy Sibbald (LS) Lian Thielen (LT)	Sponsor Academy Councillor (Chair) Principal Executive Principal Sponsor Academy Councillor Sponsor Academy Councillor Support Staff Councillor Parent Academy Councillor
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH)	Academy Council Clerk Vice Principal
Apologies:	Joanna Tomlin (JT) Nathan Richardson (NR) Abdi Mohamed (AMo) Claire Rodgers (CR)	Sponsor Academy Councillor (Vice Chair) Student Advocate Sponsor Academy Councillor Teacher Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors. It was noted that this meeting had clashed with a parents' evening, therefore staff councillors had sent apologies.	
1.2	RP welcomed BT back to work. BT thanked Cameron Shaw, Kris Bridgeman and the CAB leadership team for supporting the Academy so well in his absence. RP thanked CLF for their support and quick response to the situation.	
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 30 November 2022 were approved as a true copy.	
4	Matters Arising	
4.1	<i>Staff wellbeing survey will be used for staff survey results, take forward to next meeting.</i> It was noted a new survey would be issued within the next two months. <u>ACTION: BT will bring responses of staff wellbeing survey to Council.</u>	BT
4.2	<i>JT will look at PP money linking to CiC in her meetings with CiC lead (brought forward).</i> RP had discussed in JT's absence. This will form a standard part of link meetings.	
4.3	<i>CS to look into time it takes to conduct volunteer checks with CLF.</i> CS explained that the checks are part of the safer recruitment process and that the difficulties are often about clarity around what is needed (particularly in regard to references). It was agreed that the Parent Engagement Team would support with the process.	
4.4	<i>Nimble outstanding modules to be completed by councillors asap.</i> <u>ACTION: RP will chase one councillor for completion.</u>	RP

Item	Description	Action
4.5	LS to look into BCC Healthy Schools. <u>ACTION: Ongoing, taken forward.</u>	LS
4.6	<i>Suggestion for CLF representatives to attend mosque meetings to explain how RSE is delivered.</i> Following discussion with the CLF Executive Team, it was agreed that CAB staff should attend a meeting at the mosque/s. AM commented that the mosques want to work in partnership with schools to understand what is happening as there is a lot of uncertainty. <u>ACTION: AM/BT will arrange a pre meeting and a mosque meeting/s to explain how RSE is delivered, including statutory guidance on RSE.</u>	BT/AM
4.7	CH will book date in calendar for early January for termly online parent forum. <u>ACTION: BT to arrange termly online parent forums.</u>	BT
4.8	LD will talk to UWE re work experience opportunities. LD reported that she had not had any success so far but would keep trying. AM reported that he and Rachel Martin had met with Bristol Future Talents Partnership who will be working with CAB to find organisations to support this year.	
4.9	RP will compare the ethnicity breakdown for Bristol which was presented to the Race Equality Group and share at next meeting so we can compare with CAB outcomes. <u>ACTION: Take forward.</u>	RP
4.10	BT to build celebrating diverse staff profile into strategy for marketing/Twitter campaigns. BT advised that there is now a much more diverse field for jobs and early recruitment for September has been successful.	
4.11	All further remaining actions were agreed as completed or taken under other items.	
5	Governance	
5.1	Membership	
5.1.1	RP reported that Imrana Bashir and Raymond Veira had resigned as councillors. Cards were signed to thank them for their work.	
5.1.2	It was noted that Leah Dowty had now been appointed as the LA Representative as well as Sponsor Councillor.	
5.2	Breakfast meeting	
5.2.1	<i>Breakfast meeting notes had been shared.</i> RP reported that meeting had been useful with councillors discussing EAL and EAL Policy.	
5.3	Training	
5.3.1	RP signposted and encouraged councillors to attend training and network events which are listed on meeting agendas.	
6	Student Voice	
6.1	BT provided the following report on student voice in NR's absence: <ul style="list-style-type: none"> NR is overseeing three groups of Student Voice. Actions include quizzes to gather data on issues the Academy want to explore and also more focussed groups. Anti-bullying has been a focus (see also Safeguarding Report). 	
6.2	Anti-bullying <ul style="list-style-type: none"> There have been more issues due to increased logging of issues, but issues are not as serious as last year. BT encouraged councillors to come in to visit the school to see the improvement. Suspensions are high as focussing on anti-bullying and attendance. 	

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	<ul style="list-style-type: none"> Some students felt that not all incidents were being reported. The anti-bullying assemblies will help. An anti-bullying post box is being introduced and parent/carers will be able to log onto school website to enter a note on whether child is being bullied. KS4 student voice neutral. Relationships across the school are positive around support for bullying. More PSHE time requested in Friday sessions. 	
6.3	<p>Attendance</p> <ul style="list-style-type: none"> KS4 feedback has led us to explore areas around mental health with students feeling they are falling behind and pressure around GCSEs. Year 11 had sessions around mental health and wellbeing on strike day. LT commented (parent councillor) that this had been a real hit and something that is needed. Vulnerable students and Year 11 had been in on teacher strike day. LT commented that communication to parents had been very good and welcomed the first hour in school to assess the situation. Mental health and wellbeing had the biggest impact on attendance, with issues around how students get into school, housing and being unwell. We have talked a lot with students about how you look after yourself and eating well. The new canteen had opened this week; the first three days there had been 25% more hot meals served with queue moving quickly. Really pleased that diverse recruitment for the catering team had been successful by linking up with adult learning at the Beacon Centre. Now full catering team. 	
	Questions from Academy Council	
6.4	<p>Will Year 11 be protected from absence on upcoming strike days? Yes, Year 11s will be in school.</p>	
6.5	<p>Have we still got a Student Council? Yes.</p>	
6.6	<p>Can we see a process for student voice that shows how feedback is acted upon? <u>ACTION: NR to attend next breakfast meeting with students to focus on process.</u></p>	NR
7	Parental Engagement	
7.1	<p>LT/RP referred to the two reports from parent coffee morning which had been shared:</p> <ul style="list-style-type: none"> All points will be discussed at Parent Strategy Meeting. Many issues raised were some regular concerns around communication. LD commented that she had met and discussed a new App with Colleen which will streamline all communications. BT explained that a new system will be replacing SIMS which should provide the App. AM (parent councillor) fed back that communication to Year 7 students is good. <p><u>ACTION: BT will use questions in reports to add to parent strategy and feedback at parent café on concerns raised.</u></p>	BT
	Questions from Academy Council	
8	Community Engagement Update	
8.1	The next Community Engagement meeting is 22 March.	
9	Link Councillor Visits/Learning Walks	
9.1	<p>LD (Pupil Premium Link Councillor):</p> <ul style="list-style-type: none"> Had met with Colleen and talked about the need to increase identification of Pupil Premium students. Colleen was keen to make links with Primary schools to make links re PP. 	

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	<ul style="list-style-type: none"> Also talked about communication and hopeful that the new App is going to help. BT explained that the majority of the PP Grant supports a reduction in teaching allocations which supports the progress of PP students. Current PP Plan is on the website. 	
10	Academy Improvement Plan	
	<i>The AIP had been shared</i>	
10.1	<p>BT gave an overview:</p> <ul style="list-style-type: none"> The leadership team had stepped up and grown during BT's absence which would lead to him having more time to be strategic. EDI agenda will be a focus. Looking to extend the resource base for adult learning. There is a piece of work to do at Packers (sorting the hire of sports facilities etc) . 	
11	Academy Council Report	
	<i>The Academy Council Report, CAB Ethnicity Data, SEF, Blackbox Y11 Term 2 and CAB Attendance Ethnicity Data, Science Deep Dive Reports had been shared</i>	
11.1	Quality of Teaching	
11.1.1	<p>BT reported:</p> <ul style="list-style-type: none"> Deep dives are being carried out in each faculty. Three teachers from English, Science and Art are on support plans to address weaknesses which are mainly inconsistencies around marking. February Inset day will focus on marking/books. Year 11 predictions are in line with last year (see Black Box). 	
	Questions from Academy Council	
11.1.2	<p>There seems to be a huge PP gap shown in KS4 outcome data? We don't expect that gap in the summer; BT is confident it will be similar to last year. The data is from November, the Mocks after half term will give a better indication as a number of PP students make really good last-minute progress. The data will come to the next meeting.</p>	
11.1.3	<p>Do the Mocks reflect the results in the summer? We expect an improvement from November Mocks to now, and again in the summer.</p>	
11.1.4	<p>Are there any subjects we should be concerned about?</p> <ul style="list-style-type: none"> Computer Science – we are expecting improvement Business – teacher is out long-term sick; we are moving teaching around to ensure teaching is addressed. English Mock results will be interesting to see as we have some very young teachers as well as experienced teachers. 	
11.1.5	<p>What about Health & Social Care? Rachel Martin has picked this up as she is a Health and Social Care teacher. We are expecting improvement on last year.</p>	
11.2	Attendance	
11.2.1	<p>BT highlighted:</p> <ul style="list-style-type: none"> Up +0.8 on last year, we are one of the schools that is improving. It is challenging. We have been issuing Fixed Penalty Notices to families taking holidays in term time. We are listening if there are good reasons but we need to get the message across to go during the school holidays. The two attendance officers are working hard with those families. Two families are being taken to Court; we have provided all the support we possibly can including extra pastoral support. 	

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	<ul style="list-style-type: none"> Actions include assemblies, attendance ladders, emphasising how important attendance is. 	
	Questions from Academy Council	
11.2.2	<p>Ethnicity data shows lower student attendance is White British 84%, Dual Heritage 86% (with others over 90%)- what are the strategies? Yes, these are the families we are working with.</p>	
11.2.3	<p>Do more pupils being suspended have an effect on attendance? Yes, I have discussed this with CS. Behaviour and ethos is now good; the high number of suspensions is a journey we are on with focussing on expectations and working closely with families. We have more capacity to do that this year and are working hard with a number of families.</p>	
11.2.4	<p>How is the quality of return to school conversations? The Behaviour Policy details how we are working closely with families. We are also working closely with other CLF schools for students to attend there to avoid suspensions. There is still work to do to; Gypsy Roma attendance is now 76% (previously 80%). There are 46 Gypsy Roma students in school - we are aware of who the students are. Next training with leaders will be on Equality Impact Assessments to see if there is more we can do for particular equality groups.</p>	
11.3	Pupil Premium Plan	
11.3.1	See 9.1.	
11.4	Student Numbers	
	Questions from Academy Council	
11.4.1	<p>Have we got spaces in any years? We are over PAN quite significantly and are required to only take admissions through the Fair Access Panel. We have a lower turnover of students compared with previous years. All schools are oversubscribed. <u>ACTION: BT to send RP new guidance on waiting lists .</u></p>	BT
11.5	Personal Development	
11.5.1	<p>BT reported on destinations of last year's students:</p> <ul style="list-style-type: none"> The report shows there was one student moving to an apprenticeship and most to Further Education or Post 16. 	
	Questions from Academy Council	
11.5.2	<p>The Sixth Form College data does not seem accurate? RP questioned the data as a really small number were listed as going to Sixth Form College and in previous years that was the largest destination. I agree - the LA have had difficulties with the data, I have responded querying the data. We are working with the current Year 11 on destinations. <u>ACTION: BT to check Post 16 destination data</u></p>	BT
12	Safeguarding, SEND and CiC	
12.1	<p>Safeguarding <i>The Safeguarding Link Councillor Term 2 Visit Note had been shared</i></p>	
12.1.1	<p>BT reported the current focus on the data around child-on-child physical assaults – actions include a site map has been added to CPOMS, work in tutor and PHSE around how to treat each other. A number of physical assaults start with play fights. BT is meeting tomorrow to talk about Student Voice sessions around why this is happening.</p> <ul style="list-style-type: none"> LT commented that she was pleased there were conversations around Andrew Tate in school. 	

Item	Description	Action
	<ul style="list-style-type: none"> LT raised parent concerns regarding drug dealing around the cycle track. BT advised that a lot of bushes and trees had been cut down which allows academy CCTV access to the cycle track around the academy. The Academy has also had contact with the police and local families on the issue. 	
12.1.2	<p>RP highlighted:</p> <ul style="list-style-type: none"> The risk around not having a Prevent Risk Assessment and an out-of-date Anti-bullying Policy – both are being dealt with. Caroline has completed an ethnicity safeguarding report; 37% of safeguarding incidents are recorded as White British yet they make up only 16% of school population. Questions - Why are White British over-represented and why are other groups under-reporting(faith in system, staff more able to identify safeguarding in particular pupils, language barriers, lack of diverse workforce??) This is something we can ask students about in a careful way. 	
	Questions from Academy Council	
12.1.3	<p>Is someone experienced in strategic work coming in to talk about child-on-child racism and strategies in school as well as Integrate ?</p> <p>We are working with SARI, for February and September INSET.</p>	
12.2	<p>SEND</p> <p><i>The SEND Link Councillor Term 2 Visit Note had been shared</i></p>	
12.2.1	<p>RP highlighted areas from the visit note:</p> <ul style="list-style-type: none"> Meeting with SENCo this week – feel SEND in school is now really moving in a positive direction; there has been a seismic improvement and a lot of areas of good practice adopted. 	
13	Health & Safety	
13.1	BT reported that a Health and Safety audit had just been completed – the Academy was found to be outstanding. AMa has met to discuss H and S.	
13.2	AM requested pre-set dates for Health & Safety meetings. <u>ACTION: BT to arrange pre-set dates to be set and communicated to link councillor.</u>	BT
14	Policies	
14.1	<p>CAB Policies approved: SEND Policy & Information Report for website, Behaviour Policy and EAL Policy</p> <ul style="list-style-type: none"> RP commented that when compare what SENCO is doing with SEND, that is what we want to see done in EAL with regard to embedding practice in Teaching and Learning and focussing on monitoring mainstream classes. LT commented that it is important that the Behaviour Policy refers to the Parent Strategy. <u>ACTION: RP/BT will meet and approve the amendments to the Behaviour Policy on behalf of the Academy Council</u> AM queried new legislation on the Protect Duty? <u>ACTION: BT/RP will look into as this will be relevant for events.</u> 	<p>RP/BT</p> <p>BT/RP</p>
15	Matters for the attention of the Board/COAC	
15.1	<p>The clerk requested feedback from councillors on the training offer. Councillors commented:</p> <ul style="list-style-type: none"> Some training events clash with Academy Council meetings. 	
16	Any Other Business	
16.1	None.	

The meeting closed at 7.00 pm.

Next Meetings:

CAB	Weds 5.00 – 7.00pm	
AC5 (amended date)	26-Apr-23	Wed
AC6	28-Jun-23	