

Minutes – City Academy Council

Date	11 May 2022	
Location:	Online via Teams	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP)	Sponsor Academy Councillor (Chair)
	Ben Tucker (BT)	Principal
	Sally Apps (SA)	Executive Principal
	Ben Pearce (BP)	Student Advocate
	Claire Rodgers (CR)	Teacher Academy Councillor
	Aylwin Yafele (AY)	Sponsor Academy Councillor
	Lian Thielen (LT)	Parent Academy Councillor
	Abdi Mohamed (AM)	Sponsor Academy Councillor
	Clare Colvin (CC)	Sponsor Academy Councillor (Vice Chair)
Attendees:	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Raymond Veira (RV)	Sponsor Academy Councillor
	Joanna Tomlin (JT)	Sponsor Academy Councillor
Absent:		

Item	Description	Action
1	Introductions	
1.1	Introductions were made by RP.	
2	Declarations of Interest	
2.2	There were no verbal declarations of interest made for this meeting. There is one outstanding written declaration. <u>ACTION: Chair will follow up with councillor for outstanding declaration.</u>	RP
3	Minutes of Previous Meetings	
3.1	The minutes of the meeting held 9 February 2022 were approved as a true copy.	
3.2	See notes and presentation attached from councillor breakfast meeting held 5 May 2022 looking at PSHE and RSE.	
4	Matters Arising	
4.1	<i>BP will follow up with LA for student representatives to attend meetings.</i>	
4.2	RP updated that City Academy have joined in with Youth Elections this year.	
4.3	<i>BT will check how we help students who need support to be confident to ask questions in the work place and report back at next meeting.</i>	
4.4	BT said there are now more trips going out into the work place. This followed a reduction in trips due to the pandemic.	
4.5	<i>BP will ask Rachel to look into visiting/connecting with UWE re entrepreneurship and consider how this can be incorporated more into the curriculum.</i> <u>ACTION: Taken forward.</u>	BP
4.6	<i>BT to take councillor query on outdated catchment area and priorities to CLF.</i>	
4.7	BT reported that Oasis are hoping to open a new school on a temporary site possibly in September 2023 which could also affect CAB's catchment area. Discussion followed with councillors commenting that there needs to be a fair balance around the demographics of CAB/BBA and BMA catchment areas. Recommendations for actions going forward	

Item	Description	Action
	<p>included:</p> <ul style="list-style-type: none"> A careful focus on marketing/PR. Parent councillor representation at parent meetings/open evenings for marketing. <p><u>ACTION: BT to share calendar of events with councillors.</u></p> <p><u>ACTION: BT will contact RP to update on catchment area discussion with LA Admissions Manager.</u></p>	BT BT
5	Governance	
5.1	Membership	
5.1.1	<ul style="list-style-type: none"> Vice Chair - Joanna Tomlin will take on the role when Clare leaves at the end of the year. This was positively received. Support staff Councillor vacancy – a potential staff member is interested. <u>ACTION: CR will put member of staff in contact with the clerk to take this forward.</u> Parent Councillor Election – closing date 18th May, update to follow 	CR
5.2	Councillor Immersion day 23 June	
	<p>Immersion Day – 23 June?</p> <p>It was agreed to start with a free staff breakfast at 8am to show the Council’s appreciation of their work, and an opportunity for staff to meet Council. Day will include AIP for next year, data training, look around school, talk to students. Councillors were strongly encouraged to attend -even for morning only – RP/BT will arrange programme. The afternoon will be an opportunity to do Learning Walks. Anyone who cannot attend should commit to do one learning walk before the end of the year.</p> <p><u>ACTION: All Councillors to arrange at least one Learning Walk next term if they can’t do on the Immersion Day. Contact Colleen to arrange.</u></p>	All
5.3	Training	
5.3.1	<p>RP gave feedback on the Governance Training Conference which had been held this week. <u>ACTION: Clerk will share link to Data and Curriculum recordings of sessions.</u></p> <p><u>ACTION: RP will follow up on outstanding Nimble training for two councillors.</u></p>	LC RP
6	Academy Council Report	
6.1	Attendance	
6.1.1	<p>BT highlighted:</p> <ul style="list-style-type: none"> Attendance was going well for the first 3 terms but had now dropped to 88.2%. Non-attendance at EID really impacts on the school (50%). <u>ACTION: RP will contact the local MP as this is indirect discrimination, CC will feed back to the DfE.</u> A new Attendance Administrator had added capacity. Non-PP attendance is firm at 91%, PP attendance has variance around 85.7%. The gap has increased since council last met due to the last weeks in T4. WB and GRT students have the lowest attendance. The support worker speaks Roma so hopefully students are now more engaged. The best attendance in terms of ethnicity are Asian Indian (91.4%) and Black African (91.5%) students. SEN E – students with EHCPs (88.4%) is our best attending group. There has been a lot of anxiety from some students about returning to school. The school are doing everything possible to get students back and there are some good success stories. 	RP/CC

Item	Description	Action
	Questions from Academy Council	
6.1.2	Do we know the reasons students for the students who have not returned since Covid?	
6.1.3	Our Attendance Team know the details of each one. The academy has been increasing the capacity of the Pastoral Support Team, more is always needed. There are now 2 Pastoral Support Workers in Y7 to enhance support, Ben is doing more work in Y11. Y7 data on bullying and incidents etc. looks better now. We are doing everything we can with the resources we have.	
6.1.4	The PP attendance gap has increased, is it because poorer families are impacted worse by COVID - is that a national picture?	
6.1.5	It could be a result of the pandemic disadvantage and additional economic issues.	
6.2	Suspensions	
6.2.1	BT highlighted that suspensions have decreased in T3 and increased in T4 which was the worst term for staff absence. Difficulties finding supply teachers are increasing the pressure on teachers. Some of the behaviour concerns happen with supply teachers as relationships are so important.	
6.2.2	What happens if you have to close the school due to staff absence?	
6.2.3	We are not allowed to close the school without the permission of the Trust CEO and are told to explore everything possible to keep the school open. Relationships with students are important and the transition for Y7 has been difficult. There is huge pressure on the supply budget as agencies are charging more.	
6.2.4	Can we see data on excluded groups?	
6.2.5	<u>ACTION: BT will share current suspensions data with councillors</u>	BT
6.2.6	RP said that she would like to come in to look at the reasons for suspensions by excluded groups at the end of the year.	
6.3	Admission numbers	
6.3.1	BT provided the following update: <ul style="list-style-type: none"> The academy is now over PAN but have to accept students from the Fair Access Panel. These are currently tending to be students that have recently arrived from abroad and have little English. CAB have taken more Fair Access Panel students than any other school except Cotham and are pushing to say that we are full. The academy was asked to take 250 students in September but we have said that we have a maximum capacity of 240. Councillors supported the decision. 	
6.4	Outcomes	
6.4.1	BT provided the following update: <ul style="list-style-type: none"> Attainment is not yet where we want it. Basics 9-4: 48.0%; Basics 9-5: 29.1%; Progress 8: +0.34. Maths 9-4 56%; English 9-4 53.7%; Maths 9-5 43.4%; English 9-5 36.6%; Maths P8 +0.76; English P8: +0.04. Maths – the faculty is strong and Maths has been easier to teach through lockdown. English - the very determined English department are working hard. The big issue for all year groups is that due to the pandemic reading levels are way below average and the capacity to write extended responses has massively reduced. Looking forward, our 5-year plan needs to realistic and to look at what the school is going to look like strategically, but English and Literacy/Oracy has to be a priority. 	
	Questions from Academy Council	
6.4.2	Students are coming in with reading ages too low from primary schools – is there something proactive that can be done e.g. students reading with primary pupils?	

Item	Description	Action
6.4.3	Some feeder primaries are joining MATs, some are already in CLF, schools will improve and that should feed through in Average Points Scores on arrival. Changes are taking place in other schools. CAB really needs to focus on what we are going to do to get there with focus around reading.	
6.4.4	Why are GCSE predictions slightly lower than last year at 9-4 but actually slightly higher at 9-5?	
6.4.5	It is partly due to the cohort as the top sets have progressed quicker than lower sets.	
6.4.6	Why are predictions for our PP white students much lower than other groups?	
6.4.7	One student is Hospital Educated which has an effect on outcomes as it is a small group of students. We have had support from the central team for English with coaching for teachers. We are also using the same national tutoring programme who have been helping our disadvantaged students during the pandemic. <u>ACTION: RP will provide a contact for another supplementary tutoring programme.</u>	RP
6.5	Staffing - ethnicity	
6.5.1	BT had added data on ethnicity of everyone recruited since September to the report. <ul style="list-style-type: none"> • Student Voice reps who did a fantastic presentation to the Community Engagement Network also said that they can feel the school is becoming more representative in terms of staff but not at leadership level. • More than 50% of new staff (28 /51) were from BAME backgrounds so the staff profile is changing. this is a positive step in the right direction. • BT is starting a piece of work to look at trends over the years. 	
6.5.2	<u>ACTION: BT to bring workforce ethnicity data for last few years to next meeting.</u>	BT
7	Parent Engagement	
7.1	LT provided feedback from parent cafés: <ul style="list-style-type: none"> • The school police liaison officers had attended two meetings. • LT had been to two parent cafes where the Parent Engagement Team had attended. LT had asked if anyone was interested in running a parent fundraising/activities group – no one had responded. • Parents are concerned that children have not got more of a quiet area during breaks. Two parents who are keen gardeners would like to come in and work on a garden area. BP said that there are two plots that are used but it may be possible to expand the use of these. <u>ACTION: BP will look into taking this forward</u> • There are more newsletters, so parent communication is improving. • EID event in newsletter - staff had joined in with fasting during the day and with Iftar at the end of the day. Staff will do this again next year. RP had spoken to students who said that they appreciated that staff had taken the time to understand their culture. Staff present commented that it made staff reflect on how fasting felt for students. Parental strategy meeting – taken forward to next meeting. 	BT
7.2	<u>ACTION: Parental Strategy agenda item for next meeting with report.</u>	BT
8	Community Engagement Update	
8.1	RP provided feedback from the March meeting: <ul style="list-style-type: none"> • The meeting had looked at the Behaviour Policy. • Parents fed back that they feel there is a different atmosphere in CAB about working with the community and they appreciated the academy being honest and transparent about work on reducing suspensions. 	
8.2	Next meeting is 22 June, focussing on PSHE.	

Item	Description	Action
9	Staffing/Wellbeing	
9.1	RP asked for feedback from staff present: <ul style="list-style-type: none"> Staff said they have found it difficult coming in and not knowing what staff you are going to have to cover lessons due to absence. It is not good for staff or students trying to teach several classes together. 	
	Questions from Academy Council	
9.2	Is the situation improving?	
9.3	There is still an issue to find staff to cover, although we appreciate there is no way around it. It is not a management issue, it is a wider national issue - there is a lot of goodwill. The problem is that it has a wider effect on your planning and curriculum.	
9.4	BT responded that he had a meeting this week with the Union and cover was discussed. The Unions could not suggest anything more which could be done. <u>ACTION: BT to pass on thanks to staff for all the hard work staff are doing covering extra lessons.</u>	BT
9.5	Councillors requested feedback on anything the council can do to support staff wellbeing.	
10	Student Voice (focus on PSHE)	
10.1	BP provided the following feedback from students on PSHE and update on actions following the academy council meeting with students: <ul style="list-style-type: none"> Younger students are reluctant to talk about sex, older students want more topics they are concerned about relating to life skills e.g. they have no idea about mortgages/pay slips. Students enjoyed topics on discrimination/communities. Older students wanted more information outside of drop-down days on mortgages, pay slips, bank accounts, credit cards. Students commented that it is difficult when parents do not want them to engage in RHSE. A consultation is planned for parents – one online/one parent café to explain the RSHE offer. Slides are available from the breakfast meeting. <u>ACTION: BP will share the written report.</u>	BP
10.2	Discussion followed. Councillors suggested: <ul style="list-style-type: none"> Personal finances should be a key area in the PSHE curriculum for next year. People from businesses should be invited in to come and talk and parents with specialist skills could be invited in. Barclays run session for schools on managing person finances (Barclays Life Skills) and inviting a bank in to show students how to open bank accounts. BT said that the school were beginning to get people in like this at lunch time. 	
10.3	Councillors commented that it was important they were involved in the discussion on curriculum for next year if there is more PSHE time. <i>BT left the meeting</i>	
11	Safeguarding, SEND and CiC	
11.1	Safeguarding	
11.1.1	BT provided the following update: <ul style="list-style-type: none"> There are still a large number of safeguarding incidents but these are lower than in Terms 2 and 3. In the last 2 weeks there have been six First Response referrals. Safeguarding remains at high levels. Bishop Raymond Veira had been in to assist with some EHCP students this week which had helped enormously. 	

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	<ul style="list-style-type: none"> A parent has been banned from entering the school after a serious incident on Friday. BT gave details of the incident, and the follow up plan to ensure the school does the best for the student and family. 	
11.1.2	RP (Safeguarding Link) commented that councillors need to acknowledge the work that Ben and his team are doing as they are dealing with issues they have not had to deal with for years. Councillors acknowledged that there are a lot of mental health issues in the community.	
	Questions from Academy Council	
11.1.3	Does CLF have a support system for you after such an incident?	
11.1.4	Yes, I have been well supported. There is an item on the Risk Register about safety of the school. Planning permission is being sought for a green fence to the front of the school. SA commented that the site is safe regarding safeguarding. It is more about physical presence as the site has become too accessible and to encourage the booking ahead of meetings by parent/carers. RP asked if planning permission for zigzags could be included at the same time as there is a safety issue if cars park on the pavement outside school. Action: RP/BT to follow up.	
11.1.5	<i>Terms 3 and 4 Safeguarding Reports had been shared</i> RP updated on highlights: <ul style="list-style-type: none"> There is now a full team, with a new Deputy Designated Safeguarding Lead RP and the DSL have reviewed the reporting of bullying cases as there were issues with reporting and communication with parents. Clearer process are being put in place. 	
11.1.6	BP commented from Student Voice that we need to ensure we communicate to the victim what has happened. CPOMS reporting is improving gradually.	
	Questions from Academy Council	
11.1.7	What actions are being taken for the perpetrators?	
11.1.8	Sanctions may be used and learning processes in place which include a number of different avenues.	
11.1.9	Do you have the resources and time to do this?	
11.1.10	The Inclusion Team are growing and the Family Support Team are good at helping. We also have good links with other organisations. Training for staff is taking place. This term safeguarding incidents have reduced. We now have extra staffing in Year 7 and bullying incidents have also decreased which is an indication from data that things are settling down in Y7 as there have been a lot of bullying incidents in that year group. Since Christmas CAB have employed two new Pastoral Support Assistants which has had a huge impact. Data is starting to show the positive trend.	
11.1.11	Is the increase a result of the pandemic?	
11.1.12	Students have missed the usual experiences in Y5 and Y6 and have found it hard to settle in Y7. There has been a lot of work on this in assemblies and tutor time etc. to counteract the negative impact of lockdown.	
11.2	SEND	
11.2.1	<i>The SEND Link Visit Report had been shared</i> RP highlighted that it has been difficult trying to have a consistent team as the CAB+ Manager, HLTA and several TAs have left.	
	Questions from Academy Council	
11.2.2	What is the reason for the staff leaving the SEND Team?	
11.2.3	Some of the staff (TAs) have been promoted and appointed to the Pastoral Team. A new CAB+ Manager has been appointed. There have been a lot of consultations when trying to place children with EHCPs in school which has taken up a lot of the SENCO's time.	

Item	Description	Action
11.3	Children in Care	
11.3.1	RP provided the following update on behalf of JT: <ul style="list-style-type: none"> JT has completed a link councillor meeting. There are only a small cohort of 7 students in care; each one receives an individually tailored programme. 	
12	Finance	
12.1	RP suggested that councillors look at the budget on the Immersion Day as part of AIP discussion as the council has a responsibility in this area and council need to be more proactive.	
12.2	<u>ACTION: RP/BT will add budget monitoring to agenda for the immersion day and will note in the minutes for the June meeting.</u>	RP/BT
13	Policies	
13.1	RP went through the EDI objectives for next year from the EDI statement. These were agreed.	
13.2	Approved: Attendance Noted: Online Safety; Exclusions & Suspensions; Remote Learning; Supporting Pupils with Medical Conditions.	
	Questions from Academy Council	
13.3	Who is the Academy's EDI Champion?	
13.4	<u>ACTION: RP will follow up with BT to ask who the Academy EDI champion is.</u>	RP
13.5	There have been good sessions at the parent café on how to keep children safe online - can the Online Safety Policy be shared with parents?	
13.6	<u>ACTION: BT will arrange to share Online Safety Policy with parents.</u>	BT
13.7	How is a student's return to school followed up after a suspension?	
13.7	Return to school meetings are held or phone calls arranged with parents.	
13.8	The Remote Learning Policy states that cameras always have to be off for remote learning – why is this as it must be difficult to monitor engagement and this may particularly impact disadvantaged students?	
13.9	This is for safeguarding. After lesson students send work to us and we follow up if they have not engaged. <u>ACTION: RP will raise query with Steve Bane regarding having cameras off during remote learning as other schools have cameras on so they know who is engaged, particularly disadvantaged students..</u>	RP
14	Risk Register	
	Questions from Academy Council	
14.1	How often is the Risk Register reviewed?	
14.2	<u>ACTION: RP will check how often the Risk Register is reviewed with BT</u>	BT
14.3	Suggestions for additions to the Risk Register were: <ul style="list-style-type: none"> Bullying incidents regarding reputational damage to the school; New Oasis school regarding catchment area and admissions. <u>ACTION: regular meetings to be arranged with BT to look at the Risk Register, RP will ask JT.</u>	RP
15	Any Other Business	
15.1	None.	

The meeting closed at 7.05 pm.

Next Meeting: 29 June 2022