

Minutes – City Academy Council

Date	28 June 2023	
Location:	City Academy	
Time:	5.00 pm	
Present:	Ruth Pickersgill (RP) Ben Tucker (BT) Cameron Shaw (CS) Leah Dowty (LD) Lian Thielen (LT) Claire Rodgers (CR) Joanna Tomlin (JT) Sejal Patel (SP)	Sponsor Academy Councillor (Chair) Principal Executive Principal Sponsor Academy Councillor Parent Academy Councillor Teacher Academy Councillor Sponsor Academy Councillor (Vice Chair) Sponsor Academy Councillor
Attendees:	Linda Corbidge (LC) Catherine Hickey (CH)	Academy Council Clerk Vice Principal
Apologies:	Nathan Richardson (NR) Abdul Malik (AMa) Lucy Sibbald (LS) Abdi Mohamed (AMo)	Student Advocate Sponsor Academy Councillor Support Staff Councillor Sponsor Academy Councillor
Absent:	Cassie Tapper (CT)	Parent Academy Councillor

Item	Description	Action
1	Introductions	
1.1	RP welcomed councillors to the meeting.	
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 26 April 2023 were approved as a true copy.	
4	Matters Arising	
4.1	<i>Clerk will remind new councillor to complete module.</i> ACTION: Ongoing take forward	LC
4.2	<i>Update on mosque meeting/s to explain how RSE is delivered, including statutory guidance on RSE.</i> This is in hand.	
4.3	<i>BT will bring the post-16 destination data to next meeting, for comparison with this year's data.</i> ACTION: Taken forward	BT
4.4	<i>BT will check Health & Safety meeting dates have been shared with AM.</i> BT had shared meeting dates. AM wasn't able to attend the last meeting.	
4.5	<i>BT/CS will look into new legislation on the Protect Duty for after school events/sports hall events.</i> BT is looking into the new legislation and will update when information is available.	
4.6	<i>BT will share Parent Engagement Strategy?</i> ACTION: Take forward	BT

Item	Description	Action
4.7	<i>RP will advise CH when she is in next for drop-in session for staff and will share date with other councillors.</i> The drop-in session has been arranged for next week.	
4.8	<i>Collect pupil voice from low attenders.</i> ACTION: BT will ask NR to share at next meeting.	BT
4.9	<i>BT to add Academy events to end of Academy Council Report.</i> Completed.	
5	Governance	
5.1	Membership	
5.1.1	Sejal Patel has been formally appointed as sponsored councillor.	
5.1.2	Councillors thanked Lian for her commitment as a parent councillor as this was her last meeting. Recruitment for a new parent councillor will take place in September.	
5.2	July Immersion Day The immersion day will take place on 11 th July 9 – 2.30 pm. The programme will be shared shortly.	
6	Parental Engagement	
6.1	BT shared information on parental engagement, which included: <ul style="list-style-type: none"> • Azmina is continuing to increase contact with parents. • More parents are coming in for coffee mornings. • Safeguarding connections are increasing. 	
7	Link Councillor Visits/Learning Walks	
7.1	See item 11.	
8	Student Voice	
8.1	Report to next meeting.	
9	Staff Experience and Wellbeing Survey	
9.1	<i>CAB results of the staff survey had been shared.</i>	
10	Academy Council Report	
	<i>CAB Data Term 6 and CAB Suspension and PEx Black Data had been shared. The Principal provided his report as a presentation.</i>	
10.1	BT explained the safeguarding structure at the academy; it has been hugely strengthened and is in a better place this year compared to previous years: <ul style="list-style-type: none"> • There are now 20 staff trained to Designated Safeguarding Lead level in the academy, compared to 3 previously. • Control of corridors is better. • The cultural ethos in school and behaviour has improved with reduced fights in school since last year. • Highest numbers of incidents occur in Years 7 and 8 with fewer incidents occurring now in Years 10 and 11. Data shows we need to focus on Year 8 who are the most difficult group. • Discussions take place regularly around data, also ensuring PSHE response. • Safeguarding can now be removed from the AIP as processes and recording are now much improved. • Despite better processes there are huge safeguarding incidents occurring. BT gave further details of the current context of safeguarding in the school to show councillors the seriousness of the situations which are currently happening. 	

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	Examples were given of the 5 serious cases in 1 week, explaining the academy response, the time the cases are taking to deal with and the effect on staff.	
10.2	RP commented that safeguarding processes have improved a lot this year, reassuring councillors that she was happy with the thoroughness of response in her link role.	
10.3	Discussion took place on keeping safe and avoiding knife crime in PSHE sessions with councillors agreeing that there is a need to be careful how the message is delivered the week of St Paul's Carnival, whilst being mindful that it is a community celebration.	
10.4	<p>BT highlighted:</p> <ul style="list-style-type: none"> • Plan to extend the green fencing around the sports hall carpark. • New dining area – seats 188 students; now able to serve over 25% more hot dinners. • Academy is oversubscribed this year with 179 accepted places, 86 offers. • Temple Quarter School opens Sept 23 with 64 students, new site planned to open September 2025. It is not expected the opening will affect us this year or September 2024. • Service Level Agreements being put in place to maximise income for the Sports Hall, Astro, Athletic Track and Adult Learning. Also applying for various grants. • Budget is in a good place and the academy are on target to meet business requirements. There is £130K in the budget to spend on inclusion. • Staffing changes – Kelly Jefferies is moving to BBA as Vice Principal – see presentation for SLT changes. • Summer results – Year 11 results are not expected to be as good as last year. Year 10 will be higher. • Recruitment has been extremely challenging although recruiting early at CAB has been successful. Still looking for 1 Science teacher and will have 7 ECT1s in September. • Suspensions are too high however this is because we are continuing with high expectations. • There have been no permanent exclusions this year as CAB is part of the BIFAP (Bristol Inclusion Panel) which supports moves to other schools rather than permanent exclusion. Previously there has been a good record of them supporting however it is now not working as the panel seem to be blocking students - at some point this will result in permanent exclusion. • The further investment of £130K in inclusion will result in teachers having more time to concentrate on teaching and learning. • Changes to staff teams – the ongoing focus on developing our own staff has resulted in the pastoral team and teachers being more representative of the community. • CAB have low teaching allocations - we are now at a stage where we can explore adjusting the allocation. 	
	Questions from Academy Council	
10.5	<p>Low teaching allocations wasn't recognised by staff in the staff survey – are staff just used to it?</p> <p>Discussion took place with councillors emphasising that low teaching allocations is a unique selling point which needs to be communicated more regularly to staff.</p> <p>BT commented that CPD will be changing next year in response to comments made in the staff survey.</p>	
10.6	<p>Are staff asked to do more than their allocation?</p> <p>Only heads of department or those on the leadership scale where expectations are different.</p>	

Item	Description	Action
10.7	<p>What have you done about the gap in Science team staffing? We are trying to persuade a retiring Science teacher to cover until Christmas and will continue networking to find a replacement.</p> <p>Succession planning and leadership/personnel development will be in the AIP. We aim to develop our own TA/technician staff. LD offered to pass recruitment for Science teacher details to the UWE PGCE Tutor as there had been successful recruitment for an English teacher using that route.</p> <p><u>ACTION: BT to forward details for Science teacher to LD</u></p>	BT
10.8	<p>Are the safeguarding incidents taking place in school or outside school? Both. However, most of the most serious incidents are ones that took place in the community .</p>	
10.9	<p>Do staff have supervision? Clinical supervision is provided to staff in group sessions by Naos who are a local company that provides therapist support. Where necessary and appropriate, staff are provided individual session either at regular allotted times for one-off session following specific incidents.</p>	
10.10	<p>Are you sending out guidance regarding safeguarding at St Paul’s Carnival to parents of Year 11 as well as guidance for those in school? Yes, we will ensure the carnival message goes home to Year 11 parents before 30th June.</p>	
11	Safeguarding, SEND and CiC	
11.1	<p>Safeguarding <i>The Safeguarding Link Councillor Visit Note and CAB Safeguarding Reports for Term 5 had been shared.</i></p>	
11.1.1	<p>RP highlighted:</p> <ul style="list-style-type: none"> • Clear data is showing reduced number of incidents – which has supported removal of safeguarding from the AIP. • The new Deputy DSL is going to be strong following good induction on appointment. <p>CS commented on the effectiveness of the Safeguarding Team. Students feel they have trusted adults to go to – many incidents are not school related.</p>	
	Questions from Academy Council	
11.1.2	<p>Do you feel confident staff have the help they need? It does feel as if staff are at breaking point. The pastoral team have a close support network with each other, and the staff survey shows there is a feeling of team support. It feels like this is what the profession is like at present; the issues are in society not specific to this school.</p>	
11.1.3	<p>Do you communicate to the staff when incidents occur, providing some background so that staff can support? It is not always appropriate to share some of the high-level information – it is about us knowing our staff.</p> <p>Councillors acknowledged the huge pressure that BT and the staff have been under.</p>	
11.2	Children in Care	
11.2.1	Children in Care Report – <u>ACTION: taken forward to end of year report.</u>	BT
12	Policies	
12.1	CAB Policies approved: Access Plan, Behaviour Policy.	

Item	Description	Action
	CLF Policies noted/approved by email : First Aid, Remote Learning, Online Safety, Treasury Management; CAB Health & Safety Policy.	
13	Matters for the attention of the Board/COAC	
13.1	None.	
14		
14.1	How will the next strike action affect the school? Years 7, 8, 9, 10 will not be in school on strike day but we will continue with transition day as we believe we will have enough staff to run the day to a high standard. Friday 7 th is CLF Staff Conference Day – this will go ahead as it is a day of CPD.	
14.2	Councillors requested that another breakfast be arranged so councillors can thank the staff. <u>ACTION: BT to agree a date with RP to share with councillors.</u>	BT
14.3	Councillors thanked Ben and the team for their hard work this year.	

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