

Minutes – City Academy Council

Version:

Date 6th October 2021
Location: Online via Teams
Time: 5.30 pm

Present: Ruth Pickersgill (RP) Sponsor Academy Councillor (Chair)
 Ben Tucker (BT) Interim Principal
 Ben Pearce (BP) Student Advocate
 Lian Thielen (LT) Parent Academy Councillor
 Claire Rodgers (CR) Teacher Academy Councillor
 Clare Colvin (CC) Sponsor Academy Councillor
 Aylwin Yafele (AY) Sponsor Academy Councillor

Attendees: Kelly Jefferies (KJ) Assistant Principal
 Charlotte Seavill (CS) Academy Council Clerk

Apologies: Joanna Tomlin (JT) Sponsor Academy Councillor
 Sally Apps (SA) Executive Principal
 Raymond Veira (RV) Sponsor Academy Councillor
 Sabah Bakali (SB) Parent Academy Councillor
 Abdi Mohamed Potential Councillor (due to observe)

Item	Description	Action
1	Introductions	
1.1	Introductions were made by RP.	
2	Declarations of Interest	
2.2	There were no updates to declarations of interest.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting were agreed as accurate.	
4	Matters Arising	
4.1	4.1 Discuss how councillors could meet with staff – taken forward to early September due to increased Covid cases. <u>ACTION: RP/JA to discuss councillor/staff meet as part of Immersion Day in Term 2.</u>	RP
4.2	5.1 RP to send insert to JA for newsletter re councillor vacancy <u>Completed and new member recruited.</u>	RP
4.3	5.3 RP will contact one councillor to remind to complete Nimble training – RP had tried with no response, will contact again. <u>ACTION: RP has contacted councillor.</u>	RP
4.4	8.1 CL to arrange meeting with RM/JT/AY re careers – AY will meet shortly re careers and report back in November. <u>ACTION: Report to November meeting.</u>	AY
4.5	9. CL to share draft parent/carer survey with LT and SB before issue – It was noted the survey had been shared twice with text reminders sent. SB was concerned concern regarding communication with parents re survey as had not seen text reminders. <u>ACTION: BT to arrange meeting to share survey with LT and SB</u>	BT
4.6	10.1 JA/RP to convene a meeting with local agencies to ensure that Prevent partnership is	

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	working to assess local risk and also work with CJ/SQ to ensure parents have the information on Prevent – RP confirmed meeting will take place shortly. <u>ACTION: Taken forward to report at next meeting.</u>	RP
4.7	11.1 JA would upload TAG slides to Teams for Academy Council - <i>completed</i> 13.1 RP will raise queries on E-Safety Policy & Toileting & Intimate Care Policy – RP raised queries – <i>completed.</i>	
4.8	<u>ACTION: RP will arrange councillors’ Immersion Day for November.</u>	RP
4.9	<u>ACTION: JA will check and report back to councillors on percentage of students who have been fixed term excluded Completed</u>	
4.10	<u>ACTION: Ethnicity percentage to be included in further reports.</u>	KJ
4.11	<u>ACTION: BP will share a report with councillors at the end of this week.</u>	BP
4.12	<u>ACTION: JA will arrange for JW to liaise with LC to issue Doodle Poll. (Post meeting note: due to increased pressure in school re Covid, this has been postponed to Term 1)(This is to set up Children in Care Review meeting)</u> The council discussed the advert for a new admissions officer. Family Support Workers are currently covering that roll. <u>ACTION: RP/JT to contact Sam Ilett re CiC termly reviews.</u>	RP/JT
4.13	<u>ACTION: JA will share ad with parents/RP for communicating to local networks.Completed.</u>	JA
4.14	<u>ACTION: PSHE & RSHE taken forward to November meeting agenda.</u>	JA
4.15	<u>ACTION: BT would include feedback in daily email to staff.</u>	BT
5	Governance	
5.1	Membership – A nomination for AM to join the AC is going to COAC for approval tomorrow. The vacancy for a support staff councillor has been advertised via email but as yet there has been no interest. Councillor Visits – The council discussed an Immersion day before Christmas, where the team can meet each other, hold link meetings and carry out learning walks. The Council discussed the possibility of holding a pre-meeting during the day prior to each Council to discuss the key topic to ease the pressure on AC meetings. BT confirmed that staff councillors would be supported to attend meetings during the day. <u>ACTION: RP to canvas dates and time for the Immersion day and day time pre- meetings.</u>	RP
5.2	Link Roles – The council discussed the Admissions Officer vacancy and the new member of staff working with Children in Care. <u>ACTION: JT to contact SI</u> Link roles were confirmed for each council member for the year. <u>ACTION: All councillors to confirm their link roles and organise at least one learning walk for the year and to let RP know their subject request.</u>	JT ALL
5.3	Training – <u>ACTION: All councillors to complete their Nimble training online asap.</u>	ALL
6	Behaviour and Exclusions	
6.1	<ul style="list-style-type: none"> KJ provided a presentation to the council. They discussed free breakfasts for all students from 7.45am, which has improved lateness. The number of entrances for students has been reduced to two, with staff greeting students at each. Staff can check uniform, monitor lateness and check in with key students. The Uniform Swap Shop has been very successful, with students either borrowing or being gifted uniform that they are missing. This has been particularly useful for new students. Swaps are monitored and Learning Facilitators are contacting home where needed 	

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	<ul style="list-style-type: none"> The Council discussed the most recent lateness data and the graduated response to deal with lateness, both to school and to lessons. Standards are kept very high and data collection is strict, giving staff the information, they need to identify individuals or groups in need to support and ultimately reduce lateness. Family support workers are identifying key groups that are regularly late and working to understand why and how this can improve. The Council discussed the recent Academy Review Meeting (ARV) which showed an improvement in lateness compared to last year. The Council discussed the work done in Learning Family time. The Council discussed assemblies and the importance of coming together to engage with a range of speakers and tasks in assembly time. The Council discussed the one-way system that was prompted by COVID, that has actually improved arrival to lessons and reduce corridor incidents which in turn has lowered the number of exclusions. The Council asked about the process for students being transferred out of lessons and the resulting detention(s). Staff try to keep students in lessons as much as possible, as that is the best place for them. Data is being collected to identify key individual or groups that are being transferred, as well as the lessons that this is happening regularly or not often enough to ensure the policy is being actioned consistently and expectations remain high. From here the graduated response comes into play to give support where it is needed. The council discussed the Internal Exclusion room, how students access it, what happens there, the support available and the way it is differentiated for student's needs. The Council asked for further clarification on the Graduated Response; what it is and how it works. Ideally students will move down the process rather than escalate through the levels. Parents are involved at all stages and substantial time is left between stages to allow support to make a difference. 	
	Questions from Academy Council	
6.1.1	Is Learning family time quite prescribed or is it down to each Learning Facilitator as an individual?	
6.1.2	It's fairly prescribed for example there are character sessions focusing on character traits and on being good human beings. There are sessions on poetry, Black History Month, world news, reading articles and other discussions. All students should be getting access to the same pastoral curriculum that is age appropriate. There is flexibility for reaction to events or prompts within the academy, such as safeguarding issues or student culture.	
6.1.3	There appears to be a disproportionate level of lateness for Y8 students. Do we know why that is?	
6.1.4	This is very new data and will be used to identify patterns such as this, understand why this is happening and support students where needed.	
6.1.5	Are free breakfasts available to all students?	
6.1.6	Yes, all students are eligible, as well as all staff. There are bagels and cereal available to all.	
6.2	Behaviour and Exclusions continued	
	Questions from the Academy Council	
6.2.1	The Black Box for exclusions was shared prior to the meeting. Last year exclusions were double the national average with the majority from students from BAME communities and a high number of students identified with SEND. What is being done to reduce this this year?	

Item	Description	Action
6.2.2	<p>Staff understand that exclusions aren't effective. The graduated response has been launched to support students before the point of exclusion. If there is a need to exclude, then the Principal reviews all statements and makes an informed decision from there. Other supportive measures might be more effective and so they are considered first. Staff are aware that there has been issues in the past with corridor and social time behaviour, however this is being addressed using the one-way system, staff on duty during social times and social media incidents are dealt with quickly before they become an issue on site.</p> <p>Following a secondment to Snowdon Village last academic year, BT has a good understanding of the setting, what they can offer and the students this would work for. As a school, the aim is for all students who start year 10 to finish year 11 there.</p> <p>Action: Update on impact of Behaviour Policy on exclusion to next meeting</p>	BT
7	Staffing and Wellbeing	
7.1	<p>Staffing</p> <p>Staff have reported feeling really positive returning to school and feel secure about COVID. Changes in culture have been noted however there are frustrations that the graduated response should be communicated more often. There are some students that staff feel need to be better supported but overall staff are happy and like the focus on lateness, uniform and the detention system.</p> <p>SLT are addressing the concerns regarding the graduated response spreadsheet and finding a way of sharing an appropriate level of sensitive information and how to use it, including staff training and guidance.</p>	
8	Student Voice / Student Advocate	
8.1	<p>BP provided an update on student voice. Feedback was collected from over 200 students in 3 separate meetings as well as work in learning families. Students spoke about culture and can see changes in school, but don't feel the community know about it or believe the schools reputation has changed yet. Students have noticed a big difference since returning in September in behaviour in lessons and behaviour in social times. Feedback is that teachers a strict but fair. They feel there is a culture of success and of winning. They report a focus on successful students rather than lessons being derailed by one or two students. Students have reported a concern in social time and the number of students moving around in big groups outside. Staff are looking at what can be done to engage students. There are concerns about space during wet weather but SLT are already addressing that. Overall students are happy with the changes and head students are keen to change the school's reputation.</p> <p>During the recent open evening, 80 students gave tours and there was a real sense of belonging and pride which was lovely to see.</p> <p>Action: BP to circulate written Student Voice feedback from this and previous meeting .</p>	BP
	Questions from the Academy Council	
8.1.1	Are there new student council members and head students?	
8.1.2	Yes, there is a new head boy and head girl in Y11 and new reps in each year for City Voice.	
8.1.3	Locally, there a sense of the school being very sports orientated – how does that sit with staff?	
8.1.4	<p>This is a legacy reputation from when the school was a sports college. The reputation is starting to change. There were a good number of families here for the open event and several members of staff have children in the school now. The community now recognises the impressive maths work that happens at school. There is always a lag in reputation change but the sports status has been hard to shift.</p> <p>The council discussed the need to celebrate and share the schools successes more publicly.</p>	

Item	Description	Action
9	Feedback and questions from Parent Councillors/ Parent Engagement	
9.1	<p>The Council discussed coffee mornings at the school and Principal's Forum. Feedback from parents in open days has been positive. Parental engagement is a priority in the AIP and adopting a culture of needing a whole village to educate a child. There was a Y7 settling in evening where families were offered a tour and there was food available. It had a lovely community feel.</p> <p>The recent community engagement meeting was successful with positive feedback and a request for it to be a regular meeting</p> <p>Bristol Somali Forum and Somali mothers visited the school recently for a tour and the opportunity to speak to staff. It was nice to be able to have visitors again and see first-hand what the school is doing.</p> <p>Action: BP to arrange for feedback from Parent Survey to go to Parent Councillors and arrange a meeting to discuss the Parental Strategy.</p>	BT
10	Safeguarding	
10.1	<p>The annual report was shared prior to the meeting. In response to the pressure the safeguarding team was under last year, more staff have received DSL training, which has resulted in a very strong team.</p> <p>The academy has reported a very significant increase in safeguarding incidents compared to last year which is putting significant pressure on the team. Staff are working to reduce this figure. However, there is a stable number of bullying incidents which is positive.</p> <p>Data reports that anxiety, low mood and mental health concerns are rising.</p> <p>There was a very supportive visit from a DDSL from BBA to benchmark our systems which was very helpful.</p> <p>There is some outstanding funding for recovery premium for PP so SLT are considering buying more counsellor time as the waiting list is currently too long. There are also trainees from a mental health group who are coming in to work with students. Some students are reporting feeling anxious attending school and so staff are working with them to support them</p> <p>The AC accepted the annual safeguarding report.</p>	
	Questions from Academy Council	
10.1.1	Can the Academy look at more culturally appropriate interventions for students and not just counselling as this is difficult to access for some students?	
10.1.2	The Academy is looking at a range of support for students. Action: RP to send BT information and contacts,	RP
11	Academy Council Report	
	<ul style="list-style-type: none"> The report was shared prior to the meeting and questions in red on agenda were addressed in the report. Attendance is a concern for the Academy. Today is the first day where attendance is over 90%. The Local Authority is supporting with half a day a fortnight of Education Welfare Officer time and there is an advert for an Attendance Administrator out at the moment. The CLF Attendance Manager is visiting the school tomorrow to support also. Vaccinations are due to start tomorrow. So far 123 parents have given consent for the vaccination. As a trend, vaccination consent at the Academy is low. <p>The Council asked about the vaccination consent process and it is online and in English but the Academy does not have the power to change this as it is run by a private company. The school advised the vaccination organisation that manages the programme that translations and paper copies are needed. It has also been raised with Public Health England. <u>ACTION: RP to share contact details for Public Health contact who works with minority communities locally to see if Community Covid Champions can help.</u></p> <ul style="list-style-type: none"> The Risk Register will be updated and shared at the next meeting. The AIP will be updated and shared at the next meeting. 	RP

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	<ul style="list-style-type: none"> The LA has been in contact regarding increasing the Y7 intake next year. They have visited the school to discuss funding for improving infrastructure including space for students to eat lunch and the number of toilets. They have approached 7 secondary schools in the area. Family Support Workers are working through admissions as they come. The school want to ensure that any expansion doesn't have a negative effect on the current students. Also, the school needs to consider events such as exams and how that effects the spaces available and the rest of the timetable. The Council discussed how the focus on P8 is going to shift towards a greater focus on attainment going forward. 	
	Questions from Academy Council	
11.1.1	The Council suggested that a second eating space, rather than an expansion of the current one would be a better solution.	
11.1.2	The Council raised concerns at the lower outcomes for English compared to Maths as students who struggle in English are less likely to access other areas of the curriculum and asked what the strategy is to improve this.	
11.1.3	The SEND outcomes figure is the most volatile. SENK has a overall negative P8 figure of -0.99 but this is better than the national average of -1.17. SENK Maths P8 is positive at 0.68 but all the English P8 outcomes for this group are negative. SENDK Attainment at 9-5 is good too in Maths (17.6%) so staff are trying to identify the challenges in English and other written subjects.	
12	Quality of Education	
12.1	Student Outcomes (Y11 TAG update)	
12.1.1	The Black Box data was shared prior to the meeting. The Council discussed the Y11 TAG outcomes, in particular the successes in all community languages and Spanish. The Council agreed that these are successes that should be promoted locally. The Council noted that the assessments chosen centrally for the Federation in English may not have suited the cohort of students at CAB. In addition, boys often perform well under exam conditions, however in the absence of a national exam, these students may have been at a disadvantage.	
12.2	SEND Visit Notes	
12.2.1	The report was shared prior to the meeting. The AC agreed trails for the SEND cohort to include, exclusions, attainment and resulting key issues.	
12.2.2	The Council discussed how to improve literacy for SEND students in mainstream. There are plans to recruit a HLTA to focus on inference interventions to increase reading ages. Once reading ages are up, access to the rest of the curriculum s, which in turn may well reduce behaviour incidents as students can engage with the work for easily.	
12.3	Health and Safety	
12.3.1	<u>ACTION: CC to share H&S Link visit and policy feedback</u>	CC

The meeting closed at 7.30 pm.

Next Meetings: 5.30 pm

17 November 2021, 9 February 2022, 11 May 2022, 29 June 2022