

Minutes – John Cabot Academy Council

Version:	<i>Final</i>	
Meeting Date:	12 November 2018	
Location:	John Cabot Academy	
Time:	5.00 – 7.15 pm	
Present:	Linda Tanner (LT) Rob Stroud (RS) Steven Harrison (SH) Sally Apps (SA) Steve Taylor (ST)	Chair of JCA Council Sponsor Councillor Parent Councillor Executive Principal CEO, Representing Executive Team
Attendees:	Linda Corbidge (LC) Kate Willis (KW) Jo Ship	Clerk Vice Principal Zone Leader (Aardman) [Item 1]
Observers:	Neil Ferris Claire Axel-Berg Sam Shousha-Nady	-
Apologies:	Helen Jaworska-Webb (HJW) Angela Long (AL) Andrew Evans (AE)	

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome by LT. LT introduced observers Neil, Claire and Sam who were attending the meeting as prospective academy councillors.	
1.2	LT explained that the meeting planned for 17 October had been postponed.	
1.3	LT briefed academy councillors on the CLF Governance Results Review Meeting, held on 15 September. LT, RS, AL, SA, SH and LC had attended. The CLF Executive Team had presented the strategic direction of the CLF, along with an overview of the results of all CLF academies. With the support of the Executive Principals, ACs had then individually reviewed their academy results in more detail, to find the successes, trails and areas of focus for the year. Areas noted for further discussion had been English (performance/ leadership transition); static PP gap; HAP PP (boys, 11 students); MFL – particularly in terms 1&2; bucket 3 variance; looked after children across the school; Science.	
2	Declarations of Interest	
2.1	<ul style="list-style-type: none"> Councillors were reminded of their responsibility to declare interests; none were noted that had not previously been declared. Annual pro formas were circulated for completion. It was noted these been amended to take account of new financial regulations. 	
3	Minutes of the previous meeting	

3.1	The minutes of the meeting held 4 June 2018 were agreed as accurate, subject to an amendment to Item 8.1 where the wording ' <i>needs were not being met</i> ' should have read ' <i>needs were not being met due to students with complex issues</i> '.	
4	New Zone Structure	
4.1	<p>JS, one of the new zone leaders, briefed the AC on her experience of zone structure which was introduced in September.</p> <p>AC questioned the impact and challenges of the new structure so far this term. JS had noted an increase in sharing across departments and subject leads. There had also been more contact with parents. Students had been updated through assemblies and were already starting to see differences since the beginning of term. The new structure had particularly increased contact with more vulnerable students, with zone leaders being a step in between pastoral and the senior leadership team.</p> <p>AC questioned the student reaction to the new zone names. Students had enjoyed the voting process with booths and seemed pleased with the new zone names of Aardman, Banksy, Naz and Rowling. The AC thanked JS for attending. <i>[JS left the meeting]</i></p>	
4.2	<p>SA explained that the zone structure was part of a re-culture of the school with increased leadership training for middle leaders and senior leaders funded through the SSIF bid. This was already showing a positive change.</p> <p>Noting the fourth zone leader wouldn't be appointed until February due to budget restrictions, AC asked if there was a risk to wait. SA responded that the school was better when fully staffed.</p>	
5	Governance	
5.1	<p>Membership – As a result of personal commitments Rachele Harvey and Gayle Wildson had resigned as academy councillors over the Summer. Neil, Sam and Claire were attending the meeting as observers and would discuss their potential academy councillor roles with LT after the meeting. SA advised that a member of staff was interested in the Student Advocate role, SA would confirm.</p>	SA
5.2	<p>Training and Development – LT encouraged ACs to attend the training available.</p> <p>The clerk would circulate details.</p>	LC
6	Matters Arising	
6.1	<ul style="list-style-type: none"> • Data dates had been circulated. • Careers Provision Statement - It was noted the statement was now on the website. • Update on introduction of Evolve School Trip Tracker – Staff had now been trained, with KW now signing off all trips. A deadline for submission re authorisation of trips would be introduced this term. AC asked if sports fixtures were included on Evolve. It was noted that they were not included at present. <p>AC requested that the academy contact the CLF H&S Manager to ask if fixtures should be included, also asking what the time limit was for authorisation of trips.</p> <ul style="list-style-type: none"> • Clarification of responsibilities of lunchtime club apprentices – KW explained the two apprenticeship roles, only one of which included supervision of lunchtime clubs. Supervision had not yet started due to 	KW

	<p>the requirement for training and support to undertake the role. AC asked if this had affected the provision of lunchtime clubs. SA explained that as a result of only one lunch, better supervision was now in place which enabled use of the astro turf. Other clubs were being planned.</p> <ul style="list-style-type: none"> SEND progress update re need not being met – AC agreed to a clarification of the previous minutes, which should have read ‘needs were not being met due to complex issues’. <p>Clerk to amend the minutes.</p> <ul style="list-style-type: none"> AC asked what was being done to improve SEND attendance. Discussion followed on the number of SEND students in Year 10 and Year 11 with EHCPs. An intervention programme was in place to support SEND and PA, particularly in Year 10 where there were complex needs. One student in year 10 with an EHCP was recorded as 0% absence due to residential provision and ongoing discussions with S.Glos Council. AC asked if JCA had a different SEND profile to other CLF secondaries – it was noted there were a higher proportion of SEND students as a result of the historic reputation of the school when it was better resourced. AC commented on the need to focus on PP and SEND in future. AC requested that SEND attendance be a standing item on the agenda this year (SA to take the student at 0% out of the data for AC to help monitor progress in this area). Student Advocate/Student Voice to focus on PP/SEND (LT to take forward). SH had attended the Strategic Attendance event and would share the ideas with AC by email. Science progress – it was noted that the new labs were nearing completion. AC were pleased to note the positive results in all Science subjects and asked for the reasons for the improvement. Reasons included a different cohort; the science team had worked hard and the academy had received excellent support from the CLF central team. AC raised a concern at the current negative progress figures for Year 11. SA commented that they had worked hard to ensure the data was more accurate this year. The PP gap was a concern at ‘0.77’ and needed to be an area of focus this year. AC requested that the Year 11 Raising Attainment Project Lead present an update on Y11 progress in January. Report on LAC’s high rate of persistent absence requested – SA explained that the two students the academy had worked hard with last year had now moved to a new education setting. All but one of the current 9 LAC had 95/96% attendance. Extra focus was being given to one Year 11 student. SA updated AC on the development of middle leaders. There had been a lot of change in the middle leadership team. New staff were being well supported, two were on NPQML courses. The SEF was being developed through the new middle leadership team, which was working well. Update on KPIs re aim to be outstanding by 2020 – SA updated AC on progress this term. Term 1 had one green, two ambers and one red. Red was lateness/routines which were not yet effective. SA would circulate the document to AC. AC asked what would accelerate progress towards milestones. SA reported that SLT were looking at a lateness action plan. AC discussed the difficulties with transport. AC 	<p>LC</p> <p>SA</p> <p>LT</p> <p>SH</p> <p>Agenda Jan</p> <p>SA</p>
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	<p>academy were already receiving support from CLF; it had been decided that strong teachers would deliver lessons through lecture videos in the short term. It was felt it was better to have excellent teachers delivering through lectures rather than weaker cover teachers.</p> <p>AC discussed what actions for Science were being taken for students earlier in the school. Actions included the provision of the science super lab for 60 students. AC asked how impact would be monitored, noting that Years 7, 8, 9, 10 and 11 all had standard assessments across CLF.</p> <p>SA to present the assessments data at the March meeting.</p> <ul style="list-style-type: none"> SA advised that there was currently a re-structure of some of the professional services roles within the academy. <p>AC requested an update at the next meeting.</p>	<p>SA</p> <p>SA</p>
9.2	<p>Safeguarding, incl annual safeguarding report</p> <ul style="list-style-type: none"> SA reported that the SG Lead had recently resigned. Steve Bane (CLF Safeguarding Lead) was assisting regarding replacement/interim support. There were other DSLs trained in school, therefore there was no risk to the children. SG practice within the academy was much better. The culture change, leadership and understanding children was part of the diversity area within the AIP. SG was a difficult area at JCA due to the split of students between two authorities (S.Glos and Bristol) which work differently. <u>Annual Safeguarding Report</u> <ul style="list-style-type: none"> AC questioned the lack of training in deputy roles. The Principal replied that further training would take place shortly. AC asked why the DSL role was stated as being part-time. The Principal responded that the DSL role was covered on a full-time basis, although the DSL was part-time. Safeguarding Policy – the central policy had been updated to take account of the new KCSIE guidelines and was published on the academy website in September. The new DSL details would need to be added when appointed. 	
9.3	Risk Register – noted by AC.	
9.4	Policy Reviews – Homework, SEND and SEN Information Report, Uniform, SRE Policies: AC approved the updated polices which were presented and recommended for approval by the Principal.	
9.5	Actions for Academy Council Members – LT would discuss with AC re aligning with areas on the AIP to support the monitoring of progress/visits between meetings.	LT
10	Student Voice	
10.1	Taken forward to next meeting.	
11	Parent Forum	
11.1	It was noted the Parent Forum had not started. Parent engagement taken forward for discussion.	SA
12	Matters for the attention of the Board	
12.1	Approval to be sought at COAC for new sponsor councillor appointment. LT to advise clerk if approved.	LT

13	Look Ahead and AOB	
13.1	SWG Agenda – Safeguarding; Middle Leaders; DT/Expressive Arts/ Humanities/SEF improving subjects.	

The meeting closed at 7.15 pm

SWG Meetings – 14 December, 1 March, 14 June (8.00 – 10.00 am)

AC Meetings – 12 March, 1 May, 26 June (All 4.30 pm – 6.30 pm, with 4.00 pm pre meet)