Minutes – John Cabot Academy Council

Version:	*Final*	
Meeting Date:	8 November 2017	
Location:	John Cabot Academy	
Time:	16:30 – 18:45	

Chair:	Ian Webber (IW)	Chair of JCA Council
Present:	Gayle Wildson (GW)	LA Representative Councillor
	Angela Long (AL)	Sponsor Councillor
	Simon White (SW)	Principal
	Sally Apps (SA)	Executive Principal - CLF
Attendees:	Linda Corbidge (LC)	Clerk
	Kate Willis (KW)	Vice Principal
Observer:	Steven Harrison (SH)	
Apologies:	Rob Stroud (RS)	Sponsor Councillor
	Andrew Evans (AE),	Sponsor Councillor
	Nafeesa Malik (NM)	Teacher Councillor
	Helen Jaworska-Webb (HJW)	Sponsor Councillor
	Rachele Harvey (RH)	Parent Councillor
	Sion Dell (SD)	Student Advocate

Minutes

Item	Description	Action
1	**Introductions**	
1.1	Welcome and introductions by IW. It was noted that with 5 members present the meeting was quorate.	
2	**Declarations of Interest**	
2.1	None.	
3	**Minutes of the previous meeting**	
3.1	The minutes of the meeting held 20 September 2017 were approved as a true record.	
4	**Matters Arising**	
4.1	• 4.1) SENCO support for JCA – taken forward for AE to update at the next meeting. • 5.1) Update requested on ABM vacancy – It was noted Andrea Gould from CLF was covering whilst a new business admin structure was put in place. • 8.1) Data provision update – SW reported that a range of new data had recently been launched which would enable KPIs to be closely tracked. JCAC requested an update at the next meeting. GW/RS would then discuss further requirements. • 8.5) JCAC requested an update on the aim to reduce exclusions by 50%. It was noted JCA had the lowest exclusion rate in S.Glos. It was agreed	**AE** **SW** **GW/RS**

	the goal to reduce exclusions was appropriate. JCAC discussed the alternative provision available and the benefit of CLF schools working together.	
5	**Governance**	
5.1	JCAC membership: • Approval had been received at the COAC meeting for Helen Jaworska-Webb and Rob Stroud's re-appointment as Sponsor Councillors, along with approval for Gayle Wildson's appointment as LA Representative Councillor. • The Parent Councillor Election closing date was this Friday, 10 November.	
5.2	Link Councillors this year were: SEND – AE ; CiC – HJW; E-Safety – GW; Behaviour – RH; PP and Year 7 Grants – SJH (tbc after Parent Election); Safeguarding – AL ; Data – RS (with GW). A Career Link Councillor was also required – tbc at the next meeting.	**ALL**
5.3	Terms of Reference - JCAC noted the revised Terms of Reference for 17/18.	
5.4	Chair of Council report to Councillors on Board matters – The Chair advised JCAC that CLF priorities for the year were outcomes and particularly for PP/SEND/HAP/Boys and LAC. The use of Radical Candour was discussed. CLF KPI's are currently being finalised and will then be circulated and used for governance reporting	**SA RS / GW**
5.5	Training – it was agreed that an extra meeting date would be arranged during Term 4 for training purposes – training to include Ofsted Readiness, Safeguarding, Radical Candour, Exclusions.	**IW/LC**
6	**Council Strategic Working Group Feedback**	
6.1	Humanities – The SWG had met with the Head of Humanities. As the Faculty Improvement Plan had not been available as requested, JCAC requested this be circulated for the next SWG meeting.	**SW**
6.2	In Residence Project – SA explained the project which was taking place currently at JCA had direct input from the executive leadership team and SLEs from CLF with a report with recommended actions available from the end of December. Low level disruption in the classroom was one of the key issues found so far; the findings will be summarised and a report circulated.	**SA**
6.3	SWG – **next meeting 1 December 2017** – Agenda to be Science and Humanities Faculty Improvement Plans/Pupil Premium plans and impact.	**SWG SW/KW**
7	**JCA Admissions**	
7.1	JCA are required to change the Admissions Policy and JCAC (with a reduced attendance) considered the three options put forward. The CLF view was that the overall strategy is for JCA to be Outstanding, an employer and school of choice, and to support the local community – without being formally prescriptive over the admission policy. The initial views erred towards option 3 (selection via postcode), with option 2 (random selection) also being argued for and a recognition that a selection process can add a degree of "desirability". JCAC did not come to a formal conclusion to then recommend to the CLF; there was a strong concern that by moving to a postcode selection, (being simplest, and as for other CLF academies), it would complete the erosion of	

	the history of JCA and move into unknown territory (over impact on parents, teachers, demographics, student intake) which might create significant unforeseen risks overall. Further analysis might be appropriate to enable a formal conclusion although there is an over-riding time imperative. A postcode selection would however remove / reduce the need for school buses, with a financial benefit, and might reduce local traffic.	
7.2	JCAC were also asked to consider whether JCA should go over PAN from September 2018 (PAN 160) by increasing by a further 15. After taking into consideration increased capacity in classrooms/corridors JCAC agreed to the increase for one further year ONLY (following the increase approved last year). It was acknowledged that further increases to PAN in future years would need careful consideration.	
8	**Principal's Report**	
8.1	Safeguarding The Link Councillor had met with the Designated Safeguarding Lead (DSL) and asked for clarification on the following: • There were not enough trained first aiders – what action was being taken? SW responded that there was a programme of training and recruitment already underway. • AL raised a concern at the workload of the DSL. SA commented on the extra support available which the DSL could access – SW would action.	**SW**
8.2	Progress 8 • RS had emailed a question regarding lower predictions for P8 scores and requested a response regarding actions being taken. SW explained that the CLF In Residence Project currently taking place would accelerate staff development and address issues rapidly. This together with Year 11 Mocks would give a clear plan for individuals in classrooms and external work. CPD and work on pedagogy re differentiation was the main focus required.	
8.3	E Safety • GW (Link for E Safety) asked for further details on delivery. SW explained that E Safety was delivered through the PSHE and IT curriculum with a KS3 event taking place this week.	
8.4	Pupil Premium: • SH (Link for PP), asked how PP impact was being measured. KW explained that she had received comprehensive new data yesterday, with a provision map and ability to look closely at the impact of interventions on each student. • SA commented that the PP HAP group data was lower than previously and asked what actions were being taken to improve progress for that group. KW responded that improvements were expected from the focus on pedagogy across the whole school, a reduction in class sizes at KS4 and interventions for PP HAP at KS3. • SW commented that the CLF Director of Improvement had advised that JCA English predictions were too pessimistic. The English team were being given additional support this year with planning/ predictions. • IW asked for reassurance that all subjects had the correct curriculum this year. SA responded that the focus of the In Residence team included	

	the curriculum/syllabus for English/Maths/Science and Geography. In Residence was bringing challenge at KS3 into the school.	
	• 17/18 Plan – SH asked what interventions were planned for KS3 as the focus seemed to be Years 10 and 11. It was noted the largest amount of the PP grant was planned for part time staff for English and Maths interventions at KS4, although there were also a lot of interventions planned for KS3 for catch up tutoring in Years 7 and 8. SW had asked for the PP numbers to be checked as they were vastly different to last year.	
8.5	GDPR • JCAC discussed the implications of GDPR, noting that the CLF Head of IT was working on plans for implementation across the organisation.	
8.6	Behaviour: • RS had asked why behaviour remained at RI and what actions were being taken. SW explained that a system called "Ready to Learn", which had been tried before at JCA had been researched again and would be rolled out in Term 3. Discussion followed on the difference this time, noting a Senior Principal experienced in the system would be supporting.	
8.7	Risk Register: • GW asked about the phone system which had been flagged as a concern on the risk register. SW confirmed that the system had failed and caused considerable disruption but had now been repaired.	
8.8	Teacher Morale: • Discussion took place on teacher morale as a result of high workload/changing systems. SW commented that the many changes were hard for staff although teachers were working together.	
9	**Matters for the attention of JCA Chairs and / or the CLF Board**	
9.1	Nothing to report.	
10	**Look Ahead and AOB**	
10.1	IW outlined the link councillor visits/meetings which were expected to take place this term: - GW - E-Safety - RS/GW – Data - SH – Pupil Premium (and at SWG) - AL – Safeguarding Audit - HJW – CiC - AE - SEN	**GW RS/GW SH AL HJW AE**
10.2	**Next SWG meeting was 1 December.**	**SWG**
10.3	**Dates of meetings – all at 4.00 pm:** Wednesday 10 January March Training Meeting – date tbc Thursday 19 April Monday 4 June	**ALL**

The meeting closed at 6.45 pm