

Minutes – John Cabot Academy Council

Version:	<i>Final</i>	
Meeting Date:	10 January 2018	
Location:	John Cabot Academy	
Time:	16:30 – 18:45	
Chair:	Ian Webber (IW)	Chair of JCA Council
Present:	Angela Long (AL)	Sponsor Councillor
	Sally Apps (SA)	Executive Principal
	Steven Harrison (SH)	Parent Councillor
	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
	Steve Taylor	CEO - CLF
Attendees:	Linda Corbidge (LC)	Clerk
	Kate Willis (KW)	Vice Principal
	Leanne Bishop (LB)	Designated Safeguarding Lead (<i>for Item 7</i>)
Apologies:	Sion Dell (SD)	Student Advocate LA Representative Councillor
	Gayle Wildson (GW)	

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by IW.	
2	Declarations of Interest	
2.1	None.	
3	Minutes of the previous meeting	
3.1	The minutes of the meeting held 8 November 2018 were approved as a true record.	
4	Matters Arising	
4.1	<ul style="list-style-type: none"> • SENCO support – AE would be contacting the SENCo to offer support from UWE. • RS thanked SA for the more comprehensive data which had been provided for the meeting. RS/GW would discuss if further data would be useful before the next meeting. • HJW agreed to be the new Career Link Councillor – HJW to meet with Career Link (KW would arrange contact). • Extra training meeting date agreed as Monday 5 March 4-6.30 pm. IW/LC to arrange training. Councillors to note in calendars 	<p style="text-align: right;">AE</p> <p style="text-align: right;">RS/GW</p> <p style="text-align: right;">KW/HJW</p> <p style="text-align: right;">IW/LC</p>

5	Council Strategic Working Group Feedback	
5.1	1 December meeting – the focus of this meeting was to enable Council to understanding the situation over Simon White’s resignation and the role that Sally Apps was taking on, as well as conducting a challenge and review of the PPI plan with Kate Willis.	
5.2	Councillors agreed an immersion day on Friday 29 June – to be noted in calendars. Agenda tbc nearer the time	ALL IW / SA to agree agenda
6	Councillor Visit Reports	
6.1	Safeguarding – AL had met with the DSL to discuss the end of year report. The main trend noted was that mental health issues were increasing. The counsellor was employed for 10 hours a week - AL commented on the need to provide more hours. Safeguarding training was discussed – councillors required training – LB would be delivering training later in the meeting with a follow-up session at the training meeting in March. AL requested all councillors should read the KCSIE (Keeping Children Safe in Education) Questions which would be circulated with the minutes of the meeting.	ALL
6.2	Children in Care – HJW would arrange a meeting this term.	HJW
6.3	Behaviour – it was noted the Behaviour lead had changed – RL would arrange to meet with him (CB) this term.	RL
6.4	SEND – AE/SENCo to meet this term.	AE
6.5	Councillors requested an updated list of staff roles and responsibilities.	SA
7	Safeguarding Training	
7.1	LB delivered Safeguarding Training to councillors (slides attached).	
7.2	All councillors and staff should read the Safeguarding Policy (on the website) and KSIE Guidance (attached).	ALL
7.3	Councillors noted the Safeguarding Audit had shown more work was required on E-Safety. GW (Link Councillor) to follow up with E-Safety Lead.	GW
8	Academy Council Report	
8.1	<p>Achievements and Standards</p> <p>Councillors asked SA to outline her thoughts and actions since taking on the role of Principal. SA updated councillors on the In Residence Project (CLF support) which had a focus on English, Science, Humanities and SEND. Key issues were picked up with SLT. Key issues/actions so far were:</p> <ul style="list-style-type: none"> • The biggest issue was persistent low level disruption; • Pace/expectation was too low in classrooms; • A new ‘Ready to Learn’ behaviour system had been introduced with the full system to take effect from 17 January. SEND students would be supported with Hub provision and a re-organisation of interventions. SA commented that she felt that JCA was calmer and more cohesive in response to the nature of consultation leadership she had introduced; • JCAC discussed predictions for Year 11 and the need for interventions for both staff and students. JCAC expressed concern at the Mock results and asked what actions were in place to improve outcomes for Year 11. • SA said there had been a prediction issue with Bucket 2 subjects – Helen Angell from CLF school improvement had been in to support. 	

<ul style="list-style-type: none"> • Term 3 would be focussing on SEND, raising attainment strategies; staffing to ensure support where necessary; planning; staff and department CPD; interventions; attendance meetings and a HAP plan. • JCAC commented that they felt re-assured by the detailed information presented. JCAC asked for an update on Mocks/predictions at the 5 March training meeting and this will form the basis of the Black Box / Data training. (AE left the meeting) • JCAC asked how the staff were responding to the new systems and plans. SA responded that there had generally been a lot of positive feedback despite an increased workload. • JCAC questioned if there was a culture change required around the new processes. JCAC asked how they could be assured that the changes this time would be sustainable. SA responded that all the systems in place were designed for a sustained, caring culture alongside the Ready to Learn system. • JCAC asked how impact would be measured. SA responded that she expected the academy to be free of persistent low level disruption by 19 March when a parents' event was taking place. Parents would be asked their opinion at the event. An Education Advisor was visiting the same week and the In Residence Report would be completed by then. Mary Massey was visiting on 23 January to provide an external report. • JCAC asked if the Ready to Learn system had proven success elsewhere. SA responded that it had been extremely successful at Hans Price Academy. ST commented that implementation was not a high risk due to the well documented good provision provided for vulnerable pupils. • JCAC commented on the need for student voice regarding the new system. SA said that Mary Massey would be talking to SEND students. • JCAC said that they would also like student voice on the quality of teaching. SA reiterated the focus on quality of teaching for SEND in Term 3 together with stretch focus in Term 4. • JCAC asked how stronger teaching would be measured. SA responded by outcomes, externally reviewed mocks, SLE assessments, learning walks, robust QA with middle leaders, book scrutiny and student voice in Term 4. • Safeguarding – JCAC recommended that care be taken with the recruitment process to ensure a robust process for the new DSL and re-organisation of the Safeguarding Team following departure of the current DSL. • JCAC asked what was else was being done to close the PP gap. KW responded that there were 5 HAP PP boys who were significantly under progress which was having an effect on the gap – staff mentors were working on what was best for the individual students. Term 3 priorities would help going forward. Students were also being withdrawn for bespoke English and Maths support. SH commented on the provision map now in use – SH would be meeting with KW to discuss this further. • JCAC asked what action was being taken to support the 21 SENk pupils in Year 11 and asked how realistic it was for them to leave with a qualification. SA commented that SEND would be a focus across the whole school with extra resource put in place to support attendance as this was a concern for Year 11 SEND pupils. In addition the CLF SEND Lead would be supporting in Term 3 to help set up the hub and new 	<p style="text-align: center;">SA</p> <p style="text-align: center;">RL / SH to attend if possible</p>
---	--

	<p>safeguarding agenda. JCAC said they would make the 21 SEND Year 11 a special interest group for council to ensure the SENCo was held to account. AE to contact the SENCo for further discussion.</p> <ul style="list-style-type: none"> • JCAC questioned the management of attendance for PP/SEND pupils. SA commented on the slightly reduced capacity overall for managing attendance although there was a Year 11 focus. • NM suggested the minimum expected grade targets staff were given might have an impact on expectation. SA said that she would consider this suggestion for the future. • JCAC asked if there was any theme to staff leaving – SA commented that there were no significant concerns or themes. • ST commented that staff at JCA cared about the students doing well and now that there was more clarity improvements were expected. • Admissions Policy – under consultation as reported at previous meeting. 	<p>KW AE AE AE</p>
8.2	Risk Register – JCAC noted this had been updated. Taken forward to the next meeting for ongoing monitoring.	
8.3	Finance, Health & Safety Report SA explained that a new Business Manager would be appointed shortly. JCAC requested a report and Business Manager attendance at the next meeting.	SA
9	Governance	
9.1	IW reported that he would be meeting with Adele Haysom to follow up on the Governance Action Plan.	IW
9.2	It was agreed each Councillor should be linked to an area of the AIP. SA would update the AIP with Link Councillors (updated AIP attached to the minutes)	SA
10	Matters for the attention of JCA Chairs and / or the CLF Board	
10.1	JCA Board to be made aware that all councillors are aware of their link roles to ensure accountability of councillor/SLT member.	IW
10.2	<p>The Chair summarised that Council are aware that the JCA outcomes in summer 2018 are currently predicted to be below the KPI's set by the CLF but have also heard about the positive activity underway and that the November 2017 mock results might or might not distort the current picture. Council were therefore asked whether the risk (which is still relevant) of JCA being deemed a failing academy after the 2018 exam outcomes should be escalated to the CLF Board.</p> <p>In response, ST advised Council that 4 CLF academies were of significant concern and that JCA was number 3 on that list. As a consequence of this, JCA performance is already under scrutiny at a Board level and so an escalation was not required. However ST did advise that Council, if it so wished, could send a copy of these Council minutes and highlight their concerns.</p>	IW
11	Look Ahead and AOB	
11.1	Next SWG meeting – 16 March – update on progress	SWG
11.2	Meeting Papers – discussion took place on the best provision of meeting papers. Clerk to take forward requests.	LC
11.2	Dates of meetings – all at 4.00 pm: Monday 5 March (Training Meeting) Monday 4 June	ALL

The meeting closed at 7.00 pm