

Minutes – John Cabot Academy Council

Version:	<i>Final</i>	
Meeting Date:	19 April 2018	
Location:	John Cabot Academy	
Time:	16:30 – 18:45	
Chair:	Ian Webber (IW)	Chair of JCA Council
Present:	Sally Apps (SA)	Principal
	Steven Harrison (SH)	Parent Councillor
	Rob Stroud (RS)	Sponsor Councillor
	Andrew Evans (AE)	Sponsor Councillor
	Helen Jaworska-Webb (HJW)	Sponsor Councillor
	Rachele Harvey (RH)	Parent Councillor
	Gayle Wildson (GW)	LA Representative Councillor
Attendees:	Linda Corbidge (LC)	Clerk
	Kate Willis (KW)	Vice Principal
	Sarah Lovell (SL)	Finance Director
	Charlotte Seavill (CS)	Academy Business Manager (Item 1-3)
	Joe Unwin (JU)	Head of English (Item 1-4)
Apologies:	Sion Dell (SD)	Student Advocate
	Angela Long (AL)	Sponsor Councillor
	Nafeesa Malik (NM)	Teacher Councillor
Absent:	-	-

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by IW.	
2	Declarations of Interest	
2.1	None.	
	Finance, Health & Safety Report	
3.1	<p>IW asked CS if she had any concerns to bring to Council. CS responded that there were several issues which needed addressing. These were:</p> <ul style="list-style-type: none"> • review of policies; • the website required updating to ensure compliant; • Site issues – outstanding works had now been risk assessed. JCAC asked what needed to be done. Main issues outstanding were an upgrade to the fire alarm system and stage lighting. JCAC were assured there were no health and safety issues regarding the outstanding works. In addition CS was looking at the cleaning and recruitment of a new Building Services Manager. • JCAC asked for an update on the outstanding issues at the next meeting and will put an H&S walk about on the 18May working group agenda. 	CS IW

4	Maths and English prediction accuracy (Q&A with Heads of English and Maths)	
4.1	<p>It was noted that the Head of Maths was unable to attend the meeting as it was a non-working day. JU answered questions from JCAC:</p> <ul style="list-style-type: none"> • Why were English predictions lower than previous years? There had been changes to the way English was assessed; the exam had changed spec and was much more challenging this year. Predictions were also cautious this year. • What was being done to support the changes? A focus on exam technique with support from the exam board and re-balancing the curriculum at KS4. At KS3 the curriculum had been re-designed and T&L changed to promote independent learning. KS3 would be reviewed in Term 6. • Were there any potential barriers? There was an unusually high turnover of staff this year; some due to workload pressures. JCAC asked if the team were supportive and if they had the backing of SLT? JU responded 'yes'. • JCAC commented on the PP gap closing for Yr 11. JU explained the focus on building relationships and increasing confidence to complete exams for PP students. Students at Grade 3 were receiving focused support to reach Grade 4 with 6 or 7 PP students receiving individual focus. • JCAC asked what was being done for PP students at KS3 – the focus was on building relationships to increase motivation, student relationships and mutual respect. 	
5	Minutes of the previous meeting	
5.1	The minutes of the meeting held 10 January 2018 were approved as a true record.	
6	Matters Arising	
6.1	<ul style="list-style-type: none"> • SEND – AE to meet new SENCO re council focus on Yr11 SEND students attainment/attendance - C/fwd for meeting. • Data provision – RS requested data drop in dates and data updates to be sent to the data link councillors. KW to send dates, SA would send data updates. • Councillors requested an update on staff roles and responsibilities – SA to include for June meeting. • Safeguarding – all councillors to read the Safeguarding Policy, KCSIE Guidance/Questions – completed. • JCAC requested e-Safety requirements to be discussed following SG Audit – carried forward for GW meeting. • Board to be made aware of councillor link roles with SLT which would support accountability. IW would do this at the next COAC meeting. 	<p>AE</p> <p>KW SA</p> <p>SA</p> <p>GW</p> <p>IW</p>
7	Council Strategic Working Group Feedback	
7.1	16 March Meeting – the focus of the meeting was to discuss Managing Change. Councillors also undertook a walk around focussing on the new behaviour system 'Ready to Learn'.	
8	Link Councillor Updates	
8.1	SEND – AE/SENCo – AE will arrange another meeting this term.	AE

8.2	<p>Careers</p> <ul style="list-style-type: none"> HJW reported on her meeting with the new Careers Guidance Advisor. There was a lot to do. Plans next year were for a Year 7-13 careers programme which would include working with MITIE as an employee advisor. At present there were a low number of pupils attending the careers interviews with a lot of time spent chasing. JCA were working towards the eight Gatsby benchmarks of Good Career Guidance. JCAC asked why there was no work experience programme. SA explained the costs and time involved with risk assessments/monitoring etc. Discussion followed on what was offered. This included the Bristol Works Programme which focussed on employability and a Year 9 event at UWE offering contact with a variety of employers. SH offered his support with employability days. The Careers Policy and Statement was in progress and would be ready for publishing on the website in September. HJW advised that the school had won an Enabling Enterprise competition. The prize was for a third of teaching staff to attend training on how to embed careers into subjects. KW would follow up with staff to ensure they were given the opportunity to attend. 	KW
8.3	<p>Pupil Premium</p> <ul style="list-style-type: none"> SH had met with KW and also attended PP training with BCC. Yr11 data – gap was now closing from -0.75, now -0.14; Yr7 – 10 – impact of interventions had been reviewed in order to plan for 18-19. JCAC asked why some interventions had not worked. KW explained the one day a week tutoring had not worked due to outside tutors not understanding the curriculum – next year the LSAs would be trained to take small groups. It had been difficult to find staff for the Going for Gold intervention - this would now be built into the enrichment programme. 	
8.4	<p>JCAC noted that link councillors were required for Health & Safety and Looked After Children. AE volunteered to take on Health & Safety until the end of the academic year. AE would contact CS to join the site walk around. IW would take forward the LAC vacancy. Note that SH has also volunteered for H&S ; AE / SH to determine who will join the walk about and advise CS</p>	AE IW SH / AE
9	Academy Council Report	
9.1	<p>Achievement and Standards</p> <ul style="list-style-type: none"> Noting Progress 8 basics were now measured on 9-5 not 9-4 JCAC asked why the gap was 30%, ie a drop from 71% to 41%. SA responded that nationally there was a 20% gap; 53 students were getting Maths not English with a smaller number English not Maths. SA felt teachers were being more cautious about Grade 5 predictions. JCAC queried the fall in P8 from 0.2 in Term 3 to 0.02 in Term 4. SA commented that Term 3 data had been too high. There had since been a focus on teachers' predictions and these were now more accurate and on track to aim for 0.2+. JCAC asked about actions for Buckets 2 & 3 – Senior Leaders had been aligned with buckets. Case studies had been used for predictions/QA process. As a result Term 4 data was more accurate. 	

<ul style="list-style-type: none"> • JCAC requested data trails for individual groups in future reports. <p>Quality of Teaching and Learning</p> <ul style="list-style-type: none"> • JCAC noted this was still RI and asked how T&L was measured. The quality of T&L was measured by learning walks; looking at books and summer outcomes. • JCAC asked who undertook the learning walks. SLT and Middle Leaders. Staff also observed each other – Term 6 would focus on this. • JCAC asked how the judgements were moderated – SLT had been moderating this year. QA would be tighter next year with an external moderator, SA and SLT. AE offered support with moderation and standardisation next year. <p>Pupil Premium</p> <ul style="list-style-type: none"> • JCAC commented on the difficulties of tracking costs within the PP budget. SL commented that they were starting to track costs more closely and would be sharing this with Principals and ABMs next term. Details would be available at the September meeting. <p>In Residence Report</p> <ul style="list-style-type: none"> • JCAC asked for an update of the report. SA would present key points and actions from the report at the next meeting. <p>Behaviour</p> <ul style="list-style-type: none"> • JCAC asked why there were more incidents with BAME students with the Ready to Learn Behaviour System. SA responded that that this had shown that the needs of groups of students in lessons needed adjusting. SA would be focussing on the cultural needs of BAME students; celebrating inclusion and raising the profile of racist language/bullying. JCAC commented on the need for CPD for staff. NM had sent out a deep thinking survey to staff; responses would inform the next steps. SA said the Friends of Cabot had raised approx. £6K which would be used to re-design displays to be more representative and celebrating difficult cultures. These would be ready for the new zones in September. Next year was JCA's 25th anniversary which would provide an opportunity for PR. Sam Bridges to be invited to the next meeting. <p>Managing Change</p> <ul style="list-style-type: none"> • JCAC asked for an update on progress – SA advised they were broadly on track to deliver. The process was continuing and staff were being kept as informed as possible. Feedback from the Union Reps was that it was going smoothly. SL confirmed that they were on track to deliver the required savings. • Discussion followed on the PAN which had been temporarily increased for year 7 next year. SA commented that she would have concerns about increasing the PAN in the future due to issues with increased students moving around the building. • Discussion followed on the Sixth Form Provision at JCA. SL commented that the strategic aim longer term was for the provision to be on a different site in a dedicated P16 centre. • JCAC asked about staff morale – SA commented that it had been a difficult term; the re-structure had caused some low points however staff were being kept well informed. There was a lot of positive feeling for September. The Science building project and labs had been started. The withdrawal of classroom telephones due to the new system/budget 	<p>SA</p> <p>SL</p> <p>SA</p> <p>SA</p>
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	<p>had caused some concerns as this had not been communicated well to staff.</p> <p>Attendance</p> <ul style="list-style-type: none"> JCAC asked why SEND attendance had fallen – there were 2 or 3 significant SEN students not in school as the school could not meet their needs. These were SENK/SEMH (not EHCP). Overall JCA were not as strong as they needed to be. Extra support was being given to Year 11 SEN students and their families at present. <p>Year 7 Applications</p> <ul style="list-style-type: none"> JCAC asked how many applications there were for September. It was noted the number was similar with 169 first choice (167 last year). <p>Communication</p> <ul style="list-style-type: none"> SH commented on the lack of communication for parents/students moving from Year 11 to Post 16. SA noted the comments. JCAC requested the school newsletter to be emailed to them in future. <p>100 Day Plan</p> <ul style="list-style-type: none"> Discussion took place on the 100 day plan. SA explained the reasons for the plan and staff acceptance. 	SA
9.2	<p>Safeguarding (include latest termly report)</p> <ul style="list-style-type: none"> JCAC asked about the impact of Leanne’s departure. CH had taken on the safeguarding work with the help of Steve Bane to ensure the main issues were covered. Vicky Scott had now started together with full admin support. CH was maintaining oversight and supporting with higher school matters. SA assured JCAC that she was confident that safeguarding matters were being covered with CH and Steve Bane (1 day a week) assisting. JCAC asked why the safeguarding issues reported were not sub-categorised. SA said that issues would be sub-categorised with the new zone and admin structure. 	
9.3	Risk Register – not presented.	
9.4	Policy Reviews – to be monitored. SA would liaise with CS.	SA
9.5	Actions for Academy Council Members – none.	
9.6	<p>Events within and beyond the Academy</p> <ul style="list-style-type: none"> SA advised that Andrew Lovell, HMI, would be visiting the academy on Tuesday 11 May. JCAC asked whether the HMI would see accelerated progress since the change of Principal. SA commented that he would see that it had decelerated for a short period, now it has accelerated. 	
10	Student Voice	
10.1	Student voice would be sought after Managing Change.	
11	Parent Forum	
11.1	Parent would lead the forum. IW has put the parent in contact with SH/RH to assist and an opportunity to discuss on 18 th May. The intent is a “Meet the Principal and the two Parent Councillors” format led by parent councillors. IW would keep in touch with the Parent who raised this subject.	IW
12	External Governance Review and Scrutiny Update	
12.1	IW invited councillors to a teleconference to discuss the yearly review which would take place on Monday 23 April. Details to be emailed.	IW

13	Governance	
13.1	Support Staff Vacancy – SA to take forward.	SA
13.2	Chair succession progress – SL would discuss with Wendy/Steve.	SL
13.3	Training feedback / future requirements – all councillors except the staff councillors attended the training session on 5 March which covered data; safeguarding and review panels. SH has also attended PP training with BCC.	
13.4	GDPR – JCAC noted Steve Church was the Data Protection Officer for JCA, Andy Ling for CLF.	
13.5	KPI's to Outstanding in 03/20 – JCAC requested milestones on SWG Agenda.	SA
	Matters for the attention of the Board	
13.1	Chair succession.	
14	Look Ahead and AOB	
14.1	Income – SL advised that they were looking to increase lettings to increase income for JCA and welcomed JCAC involvement.	
14.2	Next SWG meeting – Friday 18 May (Milestones)	
14.2	Dates of meetings – all at 4.00 pm: Monday 4 June Friday 29 June – Immersion Day	ALL

The meeting closed at 7.00 pm