

Minutes – John Cabot Academy Council

Version: *Final*

Meeting Date: 20 September 2017

Location: John Cabot Academy

Time: 16:30 – 18:45

Chair: Ian Webber (IW) Chair of JCA Council

Present: Steven Harrison (SH) Parent Councillor
 Rachele Harvey (RH) Parent Councillor
 Sion Dell (SD) Student Advocate
 Andrew Evans (AE) Sponsor Councillor
 Rob Stroud (RS) Sponsor Councillor
 Angela Long (AL) Sponsor Councillor
 Simon White (SW) Principal
 Sally Apps (SA) Executive Principal - CLF
 Nafeesa Malik (NM) Teacher Councillor
 Helen Jaworska-Webb (HJW) Sponsor Councillor

Attendees: Linda Corbidge (LC) Clerk
 Kate Willis (KW) Vice Principal

Observer: Gayle Wildson (GW)

Apologies: -

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 3 July 2017 were approved as a true record.	
4	Matters Arising	
4.1	(11.2) SENCo Support with EHCPs – AE is meeting Gethin in the next 2 weeks to discuss and would report at the next meeting. (11.5) Humanities Faculty presentation on plans for improvement – taken forward to next meeting – councillors requested plan to be circulated in advance with meeting papers. Update on 3 areas from HMI Report – to be covered later in the meeting.	AE SW
5	Governance	
5.1	Academy Council Membership <ul style="list-style-type: none"> Angela Long’s re-appointment had been confirmed at the last COAC meeting. Approval to be sought at COAC 28/9 for RS and HJW’s 	

	<p>reappointment and GW's appointment. SH's term of office as Parent Councillor is due to end in September – LC to prepare election paperwork – SH would stand again.</p> <ul style="list-style-type: none"> • There were no nominations received for the Support Staff Councillor vacancy in the July election. SW would take forward with individual members of staff. • SW reported that as a result of the Business Manager leaving the role was being covered as an interim arrangement by Andrea Gould from Central Finance with support from Holly Little at City Academy. Council sought reassurance that there were no issues of concern around financial control. SW/SA reassured councillors that there were no concerns. SW to send full report to the Chair. 	<p>LC</p> <p>SW</p> <p>SW</p>
5.2	<p>Chair of Council report to Councillors on Board matters – The councillor nomination process and training were discussed at COAC meeting. It has been noted that JCA were not accessing training. IW had requested online provision due to time constraints on councillors. The plan for 'bite size' training would be incorporated into future Council meetings. There were two 2017/8 training requests which IW will approve.</p>	<p>IW/LC</p>
6	Council Strategic Working Group Feedback	
6.1	<p>Discussions were held on: Uniform – this was a success overall, with only a small number not wearing it correctly. The academy was supporting those students as many had other issues at home. IW asked SD/NM how students felt about the new uniform. Feedback from students had been good. The members of staff felt the new uniform would encourage higher standards overall. SH had asked two Y10 girls what they thought of the uniform at the open evening and received a very positive response.</p>	
6.2	<p>SWG – next meeting 13 October – would be looking at Risk Register/SEND update/look around Humanities/Science/English.</p>	<p>(SWG)</p>
7	Results	
7.1	<p>SW presented an analysis of the results (attached for further information) which had also been reviewed, challenged and discussed in the working group on 8Sep.</p> <ul style="list-style-type: none"> - KS4 results were disappointing. Robust and honest conversations were being held with middle leaders – SW was pleased with their response. - Some good results in Bucket 3 subjects; - Bucket 1 – there had been a drop from last year in secured basics English/ Maths. English had underperformed – English had been considerably different this year, with 100% exam. - Bucket 2 – Double Science 49% (59% NA) Triple Science 71% (90% NA) – disappointing – the team had worked hard. History 46% (65% NA) was disappointing – a new team was now in place this year. Geography 54% (64% NA) – an improvement from last year. Spanish had performed well at 80% (80% NA). - Pupil Premium – The gap had widened as students went through school, with a whole grade gap at Year 11. SW commented that teaching and learning focus was important as this had a greater impact on progress for pupil premium children. 	
7.2	<p>Science results – Council asked why the results were lower. SW responded that students had had an erratic time re staffing until half way</p>	

	<p>through last year; there had been no Teaching and Learning Policy or schemes of learning with little understanding of individual student needs. The way the curriculum was organised with the carousel of teaching had also not helped PP/HAPS. Teachers now taught all year which would have a huge impact. In addition the change from BTEC had not been managed well enough. The team needed to demand more from students. The students had been at the school for five years and the quality of teaching lower down in the school at that time had not been good. SW assured governors that the Head of Science had a plan in place for improvement.</p> <ul style="list-style-type: none"> - Council responded that they had heard a plan was in place after last year's results and said they needed to understand the plan to ensure the impact would be greater than last year. SW commented that 80% of outcomes was about good teaching in the classroom across all years. Pedagogy had not been right – there was now rigorous self-evaluation of middle leaders which gives the ability to think about pedagogy. - NM felt that the students had not been signposted to the correct Science course in Year 9 however the process had now improved. 	
7.3	<p>Council asked staff councillors how staff felt about the new pedagogy and heard that staff were positive, seemed calmer and felt things were moving in the right direction.</p>	
7.4	<p>Council asked SW to outline what he felt the concerns/challenges were. These were:</p> <ul style="list-style-type: none"> - Progress 8 at -0.4; PP gap not closing; English and Maths results lower than 2016; Outcomes for Bucket 2 Geography/History/Science; Progress 8 low in Bucket 3; Progress of HAP/MAP students. If the 6 lowest performers were removed (who all had reasons why they were not performing) P8 would be significantly improved at -0.22. SW expected gains in English, Maths and Science this year. - Bucket 3 – there had been difficulties with the Art syllabus, this had been rectified this year. - Triple Science – JCA were 13 out of 15 in S.Glos - Council asked what support CLF were providing. SA responded that Tony Court, a Science SLE, was working with the Head of Science and would continue providing a good level of support this year. SW commented that Y10 Science national tests showed Y10 and Y11 were a higher attaining cohort. KS3 students were making good progress – Council asked if the variability indicated a curriculum issue. SW replied that Science was now moving to the new 1-9 curriculum and results measure. - Council commented that the black box data focussed on Year 11. Council queried why future predictions were presented rather than prior data. Council requested to see whole school data together with previous year to enable Council to review the trajectory. Contextualised data was not available at the time of writing the report. SW expected an improvement in data following staff development/training. - Predictions had not been good enough due to the curriculum/pedagogy and assessments. Huge changes were required, starting with the new pedagogy guidance issued at the end of the summer. Homework policy was now on line. 	

	<ul style="list-style-type: none"> - Council asked what impact the large turnover of staff in Science had had. SW responded two good colleagues had been appointed which was a normal turnover of staff. - Council asked what impact the whole team turnover in Humanities was expected to have. SW said that the new leader had already made a good start with the new team and was also making excellent relationships with the students. 	
8	Principal's Report	
8.1	<p>Reporting to Council</p> <ul style="list-style-type: none"> - Council discussed the level of detail required for reports to Council. SW to send RS a list of what is available. RS/AE to look at data provision to Council. 	SW/RS/AE
8.2	<p>Attendance</p> <ul style="list-style-type: none"> - Councillors asked what was in place to ensure the improvement would continue as the Attendance Officer had moved on. SA responded that CLF had a team attendance approach with systems and process closely aligned between academies. 	
8.3	<p>Pupil Premium</p> <ul style="list-style-type: none"> - Council requested details of 17-18 plan – lessons learned/new approaches to next meeting. SH/KW to meet to discuss in detail before the next meeting. - Council questioned persistent absence for PP which was high last year – SW commented that a good start had been made to the year so far. 	SH/KW
8.4	<p>Safeguarding</p> <ul style="list-style-type: none"> - Council questioned E-Safety guidelines at JCA as this was an important safeguarding issue. Council noted this was covered in PSHE. Anti-Bullying policies also monitored cyber bullying closely. SW to send AL information on PSHE curriculum. - Council suggested additional admin help was required for the Safeguarding Lead – SW advised that a review of support staff job descriptions was planned which would result in a change to roles and may provide some help in that area. Council requested 'Understanding support staff function' be an item on the next SWG agenda. 	SW IW
8.5	<p>Behaviour</p> <ul style="list-style-type: none"> - Council asked how the academy planned to reduce exclusions by 50% as detailed in the Principal's Report. SW felt this was achievable with the support of a new Inclusion Manager. Update requested for next meeting. - Council asked how the academy planned to ensure consistency in behaviour management. SW said that C/Ls would now evaluate standards in curriculum areas. One of the standards is following of the Behaviour Policy. JCA pedagogy was being checked regularly and would inform training throughout the year with reports being presented to Principal/Council and SLT. Council asked how C/Ls would be evaluated to ensure this was done properly. SLT would monitor using evidence from data/learning walks/work scrutiny. 	SW
8.6	<p>Risk Register</p> <ul style="list-style-type: none"> - Council discussed the approach to managing the risk register. SA advised council that the risk register had been re-designed centrally and should 	

	be available for the next meeting. Council requested that the template be pre-populated to help Principals. SA would feed this back.	
9	Governance Action Plan	
9.1	<ul style="list-style-type: none"> - Pre meet for councillors to discuss challenge – agreed went well and would continue with format. - Bite size training – to be incorporated into future meetings (e.g. Exclusion Panel) - any requests to the clerk. 	ALL
10	Matters for the attention of JCA Chairs and / or the CLF Board	
10.1	Nothing to report.	
11	Look Ahead and AOB	
11.1	Next SWG meeting Friday 13 October – 8 am	
11.2	Dates of meetings – all at 4.00 pm: Wednesday 8 November Wednesday 10 January Thursday 19 April Monday 4 June	ALL

The meeting closed at 6.45 pm