

Minutes – John Cabot Academy Council

Version: *Chair Approved*

Meeting Date: 3 April 2017

Location: John Cabot Academy

Time: 16:00 – 18:30

Chair:	Ian Webber (IW)	Chair of JCA Council
Present:	Steven Harrison (SH)	Parent Councillor
	Rachele Harvey (RH)	Parent Councillor
	Sion Dell (SD)	Student Advocate
	Nafeesa Malik (NM)	Teacher Councillor
	Dan Nicholls (DN)	Executive Principal
	Andrew Evans (AE)	Sponsor – UWE <i>(from 16.30)</i>
	Rob Stroud (RS)	Sponsor - UWE
	Helen Jaworska-Webb(HJW)	Sponsor - UWE
	Angela Long (AL)	Independent Councillor
	Simon White (SW)	Principal
Attendees:	Kate Willis (KW)	Vice Principal
	Linda Corbidge (LC)	Clerk <i>(from 16:30)</i>
	Jayne Robson (JR)	Head of Humanities <i>(for Item 2)</i>
	Hannah Jones (HJ)	SLT <i>(for Item 2)</i>
Apologies:	Mark White (MW)	Support Staff Councillor
	Jeremy Hunt (JH)	Academy Business Manager

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by IW.	
2	Humanities (Jayne Robson)	
2.1	<p>JR attended JCAC to provide an update on Humanities, following previous JCAC concerns over outcomes within this faculty, and particularly Geography.</p> <p>JR has been in role for 4 years and has a team of 3 full-time History teachers (with the 2 strongest delivering to Year 11), 1 full-time Geography teacher, 1 part-time and 3 non-specialists (the latter not for Year 11) and 2 full-time teachers for RP. There have been 4 Heads of Geography in this period. 2016 outcomes were good for History and not good for Geography (exacerbated by staffing issues).</p> <p>The focus is currently on Year 11, with activities including weekly department meetings, consistency assessments (moderated), CPD inc. data (attainment and interventions), learning walks and scrutinies. Lessons are being mapped</p>	

	<p>to finish the curriculum and enable revision time, inc. extra sessions during the Easter holidays. Current predictions are in line with the national average i.e. 67% for A*- C, 50% making 3 LOP (below NA).</p> <ul style="list-style-type: none"> • Council asked how many students and the gender – 40 split 21 boys and 19 girls – and also about PP – 4 students, with 1 doing ok and 3 not. • Council asked about the future plans – once Year 11 is complete the focus moves back to KS3, a 3 year GCSE framework (i.e. starting in year 9), staff need coaching to improve skills in Term 6 and a focus on teaching and learning in the classroom. • Council challenged over the PP situation and any gender impact i.e. more PP girls than boys and JCA being Year 11 focussed rather than having a long term plan - this would be covered during the July inset day in readiness for the common curriculum from September. The biggest risk is staffing, in a very small department. • Council asked if there was non-specialist teaching in year 9 – JR said this was generally in years 7 and 8. • Council commented on the number of students taking Geography and History (72/160 cohort) which was low and that the focus should be to increase this going forward. SW said the vast majority were taking the subjects in Year 10. • Council asked for DN's views, as EP, and ex-Geography teacher and to cover his action from the last meeting - Geography is a department of 1 plus 1 part time and the recent CLF review of JCA included Humanities. There were some teaching concerns highlighted albeit attainment is starting to rise which CLF will be assessing 4 times a year. • It was also noted that the 2017 Geography GCSE is on the same day as English with both being written papers. • In summary, Council asked how concerned should we be? - It is on the Risk log with staff training and support underway but due to the lower trajectory in KS3, it must remain on the Risk log with a continuous focus from the Principal and SLT. 	
3	Declarations of Interest	
3.1	There were no declarations of interest.	
4	Minutes of the previous meeting	
4.1	The minutes of the meeting held 7 February 2017 were approved as a true record.	
5	Matters Arising	
5.1	Helen Hughes replacement/LA Councillor – DN would contact Wendy to find out the situation on other Academy Councils.	DN
5.2	HJW to confirm start date – confirmed as September 2013, clerk to update records.	Clerk
5.3	Pupil Premium update – The majority was spent on staff salaries due to little money being available. Tutors had now been appointed for 1-1/2/3 small group catch up work at KS3 with higher spend on PP children. Next year's PP plan would include less salaries and more interventions – Council requested detailed PP plan to next meeting – any Councillor queries to RS in the meantime.	KW
5.4	Mentors from UWE – these had now been identified – KW to liaise with AE to allocate to students.	KW

6	Uniform and Logo Update	
6.1	SW reported that the uniform and logo had now been finalised and was due to 'go live' early in Term 5. Uniform would be brought in to show Council during the break. Prices were good value at £26-31 compared to current costs.	
6.2	Council questioned communication to parents – a professional uniform company were being used. Parents would be able to buy direct from a website with free delivery and returns.	
6.3	Council asked the Student Advocate for student feedback – Year 10s were not keen but the majority of others wanted the uniform to be smarter – nothing totally negative.	
6.4	Council asked if there had been any comments received after the newsletter to parents – no negative comments were received.	
6.5	Council asked NM for staff feedback – staff were very positive. SW advised there would be a choice of two different colour headscarves.	
6.6	Council asked if anything could go wrong – SW responded that he was really impressed with the uniform company.	
6.7	Council asked if the new uniform would be on display at parents' evenings after Easter – SW confirmed that it would.	
7	Principal's Report	
7.1	Year 11 Data – this was not available due to timing of the meeting – SW would circulate to Councillors at the end of this week.	SW
7.2	<p>Parent Portal – was now 'live' for years 7, 8 and 9 - good feedback received. SLT could access the stats for uptake/engagement of parents. It had been used for online bookings for the Year 7 Parents Evening.</p> <ul style="list-style-type: none"> Council asked was available – behaviour, attendance, reports and parents evening bookings at present, with homework to follow next academic year. Portal would be available for Year 10 from next term. <p>Councillors requested a report on usage for November meeting.</p>	<i>Nov Agenda</i>
7.3	<p>Homework:</p> <ul style="list-style-type: none"> Council questioned the consistency and comparable standard across the academy. SW responded that homework was part of the ongoing QA work as it needed to be better structured at all levels. Content was being improved using SAM Learning which could be used on all devices and a mind-set change around homework to include flip learning. Heads of faculty would be able to monitor through the portal. Council asked about access to computers for those who did not have them at home – it was noted that students were able to access computers after school for homework and this was advertised in parent newsletters. 	
7.4	Council communication with parents – following discussion Council suggested a message from Councillors should be included in parent newsletters. IW to send text to SW for the next newsletter.	IW
7.5	Council questioned if there was enough capacity in SLT– SW reported that they were stretched and due to funding shortage he had appointed to a fixed term post rather than permanent post for SLT next year.	
7.6	Future Vision – SW reported that he would be consulting with colleagues and Councillors during Terms 5 and 6 regarding embedding the vision from	

	September. RS commented on the importance of linking this with the CLF vision.	
7.7	Due to the restrictions on funding, SW asked Council to consider reducing provision of the free transport to school for PP children which cost £25K p.a. Council discussed the rationale, impact and provision from other local schools. Council agreed that the free transport provision should be tapered and withdrawn over time, beginning with the withdrawal of the offer of free transport for Year 7 from 2017/18.	
7.8	<p>Change to timing of school day - Council discussed the proposed change to align the school day with BBA for 2017/18. This was necessary due to JCA and BBA hosting the vast majority of Post 16 courses next year:</p> <ul style="list-style-type: none"> • Council challenged the rationale and impact which included 15 minutes less learning time. SW commented that the change was necessary to support the CLF 6th Form where government funding cuts would result in one-third less per student. SW had also added 5 minutes to break time which would help teachers. • Council questioned the financial risk to JCA – SW said that he had asked and received assurance that the funding would cover the risk to JCA. There would also be a real advantage to embrace P16 at JCA which would bring added value and aspirations to students. The new structure across only two sites was already attracting more students. Council requested a report on the CLF strategic direction of Post 16 at the next meeting. • Council commented on the impact of changing tutor time to the end of the school day, particularly in relation to keeping children safe. SW responded that they were mindful that the change would mean the provision would have to be good with a different way of delivery. 	DN
7.9	<p>Attendance:</p> <ul style="list-style-type: none"> • Council asked if SW was happy with the trend. SW responded that Term 4 had not been great but there was a positive trend overall with processes improving. The Attendance Officer was having a significant impact, with further tightening of the rules and improved working with the EWO (Education Welfare Officer) and issuing of Penalty Notices. • Council questioned the trend in PP children’s attendance – although still behind, the gap was closing (-1). 	
7.10	<p>Behaviour:</p> <ul style="list-style-type: none"> • Council questioned behaviour – this needed improving in lessons, SW was focussing on expectations of staff. An independent consultant had looked at lunch/break times which was better than last year. • One permanent exclusion review had been heard today and upheld. SW was establishing high standards and expectations – two more permanent exclusions were expected. Council were pleased to note that all permanent exclusions were fully discussed with DN beforehand and avoided whenever possible. 	
7.11	<p>Safeguarding:</p> <ul style="list-style-type: none"> • AL (SG Link Councillor) reported that she was happy with the work being done by the DSLO (Designated Safeguarding Lead) although it was noted this was a busy role with a lot of work to do. The DSLO would continue to develop the role next term including E-Safety which was a key area which required improvement. Council would monitor. 	

	<ul style="list-style-type: none"> AL asked for further details of the delivery of the E-Safety curriculum – SW explained this was covered within PSHE delivery; there was not much mobile use by students during the day; there was a need to educate parents. SW felt that SG was under control although there was a lot of work. SW was aware the DSLO needed a designated area to work. Council requested a further report from the DSLO at the July meeting. 	July Agenda
8	Strategic Working Party and Governance Review Update	
8.1	<p>Strategic Working Party:</p> <ul style="list-style-type: none"> IW reported that health and safety had been discussed. The last H&S report which had been marked as ‘inadequate’ had not been brought to Council. The SWP had requested that In future reports should be presented to Council for information. It was noted that a health and safety councillor was required – this would be covered in the governance review. Next Strategic Working Party to meet Friday 26th May 8.30–9.30 am – KW to present ‘Progress of new SENCo/SEN – plans/improvements/ outcomes and PP plans for next year. 	SWP/ KW
8.2	<p>Governance Review:</p> <ul style="list-style-type: none"> This was in progress – Adele Haysom to meet with Councillors (<i>Post meeting note – Councillors to meet Adele at JCA on 15 May at 4.00 pm.</i>) 	ALL available
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	Staff Survey - NM will prepare and update Council (with AE to help with an electronic version)	NM/AE
10.2	Council congratulated DN on his appointment as Executive Director of Education – the role covered ages 3-19.	
10.3	<p>Council asked if there had been any feedback from the newspaper article published last week concerning the ex-teacher of JCA. SW advised there had been none received from parents, staff had been professional – clear communication had helped.</p> <p>Council asked if procedures would be different now – SW assured Council that robust actions would be taken.</p> <p>RS asked if NCETL/DfE were aware – DN confirmed they were.</p>	
10.4	Council questioned JCA’s ability to manage the extra traffic generated from the increased number of P16 students in September – SW responded that surrounding roads were likely to be slightly busier but no concerns. SH commented on the partial closure of the ring road for 12 months from June/July – SW to bear in mind from September regarding student travel.	
10.5	NM commented on the whole school review which had taken place – positive feedback had been received from staff and now informed for future direction.	
10.6	It was noted that not all had receive the Risk Register with the papers	
10.7	Date of next meeting – Tuesday 23 May at 4.00 pm	

The meeting closed at 6.40 pm