

Minutes – John Cabot Academy Council

Version: *Chair approved*
Meeting Date: 3 July 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
 Mark White (MW) Support Staff Councillor
 Andrew Evans (AE) Sponsor Councillor
 Rob Stroud (RS) Sponsor Councillor
 Angela Long (AL) Sponsor Councillor
 Simon White (SW) Principal
 Steve Taylor (ST) CEO – CLF (*from item 6.3*)
 Nafeesa Malik (NM) Teacher Councillor
 Helen Jaworska-Webb (HJW) Sponsor Councillor

Attendees: Linda Corbidge (LC) Clerk
 Jeremy Hunt (JH) Academy Business Manager
 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 23 May 2017 were approved as a true record.	
4	Matters Arising	
4.2	(10.6) – Health & Safety update to next meeting.	JH
5	Governance	
5.1	Academy Council – Membership: <ul style="list-style-type: none"> IW introduced Gayle Wildson who was interested in taking up a vacancy on the council. IW would recommend GW for the LA Councillor vacancy at the next COAC meeting in September. IW reported that MW was stepping down as Support Staff Councillor. Councillors thanked MW for his contribution and commitment to JCAC. LC would start the election process for a replacement councillor early September. 	LC

5.2	Chair of Council report to Councillors on Board matters – nothing formal to report (as next meeting is on 5Jul). Will be putting forward AJ for re-appointment at that COAC meeting.	
6	Strategic Developments	
6.1	SW updated council on JCA leadership changes – two faculty leaders for Expressive arts and Humanities had been appointed (one internal). Assistant Principal had now been appointed - would focus on teaching and learning/CPD. Additional capacity had been added from BMA during the Summer term with a focus on SEND and Behaviour.	
6.2	Science Lab refurbishment – SW reported that this would not be going ahead with the previous company – now had opportunity to plan with more time.	
6.3	New uniform: SW showed an example of the communication which was going out to parents and students by email/Twitter/post/newsletter detailing the new uniform requirements. <ul style="list-style-type: none"> • Council asked if the leaflet would be available in different languages – <i>No plans for this however they would work with families who required extra support, including keeping some stock for emergency/families in need.</i> 	
6.4	Vision and Values – SW briefed council on the Vision and Values paper presented. <ul style="list-style-type: none"> • Council questioned how these would be embedded. <i>A new Careers Advisor would be focussing on careers / engaging in the future from as early as Year 7 and will also be embedded through the curriculum/assemblies.</i> • Re City of Culture – Council commented on the importance of noting the importance of creativity and innovation. 	
6.5	ST presented an update on the CLF cluster and leadership re-structure from September, including the CLF vision which should relate to vision of academies.	
7	Ofsted HMI Follow Up Visit	
7.1	SW commented on highlights from the HMI Report Letter: <ul style="list-style-type: none"> • Accelerated improvement noted; • Vulnerable children – more work to do; • Teaching and Learning to be more consistent across teams • Need to improve attendance • Direction for next year in Improvement Plan. • Recognised governance had been strengthened. • NM commented that as a result staff were more motivated however were still focussing on the next inspection. 	
8	Parent Voice	
8.1	<ul style="list-style-type: none"> • AE reported 127 responses. Mixed feedback; over 80% were happy that children were well looked after, taught well and the academy was well managed. • Responses had been fed back to SW. Response summary to be circulated by AE. • Council commented on the need to ensure good communication/feedback on the questionnaire. 	AE
9	Pupil Premium Report	
9.1	<ul style="list-style-type: none"> • KW had met with the PP Link Councillor to go through the report – discussions had focussed on research/figures around new intervention planning. 	

	<ul style="list-style-type: none"> • KW briefed on highlights from the detailed PP Plan: <ul style="list-style-type: none"> - PP attendance – significant improvement - PP persistent absence – significantly above NA; - Basics – significantly closing the gap - Other – showing improvement • Council discussed the need to address persistent absence of 19.3% for PP students and for spending plans to reflect the focus on persistent absence. • 34 interventions – plan for 17-18 would reflect recommendations for each individual student. <ul style="list-style-type: none"> - Council discussed the impact of current interventions – 3 – 4 <i>hadn't worked and wouldn't be taken forward.</i> - PP reviews had been undertaken by S.Glos Council and Sir John Dunford. Council requested circulation of Sir John Dunford Report with the minutes. - Council queried student voice regarding planning and interventions – <i>Student voice work around T&L had been fed into the plan.</i> • 17-18 Plan would be based around classroom rigour and individual need. • Council recommended a focus on communicating and embedding the vision and values for PP students. • Council questioned the data for cohorts next year – data was not good for Year 6. Year 9 were showing a dip – will be monitored • PP will be included as a Council Agenda item during 2017/8. 	
10	Council Strategic Working Group	
10.1	Some KS3 students had attended the SWG meeting for student voice. Comments/concerns received were – too many low level behaviour issues; academy felt safer and more in control than previously. Council commented on similar concerns re behaviour from the parent questionnaire.	
11	Principal's Report	
11.1	SW briefed Council on the report.	
11.2	<p>Student Outcomes:</p> <ul style="list-style-type: none"> • Student outcomes are currently 'Good'. • Council discussed SEND-K (non-statemented SEND) students as this was an area of concern. Council questioned the possibility of accelerating/challenging processes to get students on a statement if required – thresholds were high so this was difficult, now looking to sharpen process lower down in the school. Discussion followed on SEN transition data. It was noted that BMA, BCA and the central team would be supporting SENCos with EHCPs across CLF from September. KW to email details to AE. • Some concerns with SEND HAPs – Council discussed if PP data/approaches might help. Quicker response expected in September due to CLF benchmarking KS3 progress of all groups across CLF. Part of issue is lack of comfort in new HAPs model. • Council requested report at Sept meeting. • SW would ensure parents/student/colleagues were aware of the need to narrow the gap in outcomes. • New careers advisor would help with aspirations. Also Future Quest enrichment would be providing introduction to University. 	<p>KW</p> <p>Agenda Sept</p>

11.3	<p>Attendance:</p> <ul style="list-style-type: none"> Attendance currently 'good' at 94.7%. Council discussed persistent absence. Academy will be tightening procedures further and with support of the good EWO expecting improvement next year. 	
11.4	<p>Safeguarding:</p> <ul style="list-style-type: none"> Council expressed concern at the difficulties with behaviour as a result of fewer early interventions and support available from Social Services, South Gloucestershire due to budget cuts. Council noted that CLF was a member of the Education Partnership Board and requested that their concerns were raised with the Board. Council asked if holistic multi agency plans were completed, as recommended by the LA Representative at a recent PEx Review meeting – SW confirmed these were already completed. 	ST
11.5	<p>Quality of Teaching:</p> <ul style="list-style-type: none"> Teaching currently 'Requires Improvement'. SW commented that standards had improved although a 'good' judgement would need to be evidenced by the exam results. Council asked for an update on Humanities and Science as these were noted as areas of weakness and commented on the challenges as a result of 3 new staff in humanities from September. Council requested a presentation from the new Humanities faculty on plans for improvement at the September meeting. For Science; SW commented on a stable science team, with predictions improving – hopeful of upward trend. Council commented that they would be closely monitoring the areas detailed in the HMI report and requested an update on all three areas at the next meeting. 	<p>Agenda Sept</p> <p>SW</p>
11.6	<p>Behaviour:</p> <ul style="list-style-type: none"> Council questioned the difficulties mentioned re impact of Post 16 teaching on availability of tutors to deliver the tutor programme. <i>Will be difficult but will manage. Overall the addition of Post 16 is a huge benefit to JCA.</i> Council discussed the difficulties of capacity for rewards due to restricted budget, suggesting texting parents – <i>Texting too expensive, JCA use parent portal and occasionally phone calls.</i> 	
11.7	<p>Disadvantaged Students:</p> <ul style="list-style-type: none"> Council discussed KS3 interventions and requested the PP Link Councillor to monitor/measure impact and money spent during Terms 1 -3. Report back to Council (per 9.1). 	<p>Agenda April</p>
11.8	<p>Risk Register:</p> <ul style="list-style-type: none"> Council discussed the Risk Register, noting this required updating. Risk Register to next SWG meeting for discussion. 	SW
12	Governance – 2017 Look Ahead including Governance Review	
12.1	<ul style="list-style-type: none"> IW briefed Councillors on the governance planning doc for 2017/2018, emphasising expectations and challenge requirements. Suggestion for pre meet of councillors immediately before the main meeting to discuss challenges - to be discussed at SWG. Student feedback to council on priorities from SEF/AIP would be included in planning. 	

12.2	Query on RS term of office after Chair role (post meeting note: RS re-appointment would be required for September – <i>IW to take forward at COAC.</i>)	IW
12.3	Training – agreed bite size training (15-20 mins) good idea for future meetings. IW/LC would incorporate in plan.	
13	Matters for the attention of JCA Chairs and / or the CLF Board	
13.1	Nothing to report.	
14	Look Ahead and AOB	
14.1	Next SWG Meeting 14 July.	
14.2	Council requested email with headline results on results day.	SW
14.3	Dates of meeting next year for noting – all at 4.00 pm: Wednesday 20 September Wednesday 8 November Wednesday 10 January Thursday 19 April Monday 4 June	ALL

The meeting closed at 6.30 pm