

# Minutes – John Cabot Academy Council

<b>Version:</b>	<i>Final</i>	
<b>Meeting Date:</b>	23 May 2017	
<b>Location:</b>	John Cabot Academy	
<b>Time:</b>	16:00 – 18:30	
<b>Chair:</b>	Ian Webber (IW)	Chair of JCA Council
<b>Present:</b>	Steven Harrison (SH)	Parent Councillor
	Rachele Harvey (RH)	Parent Councillor
	Sion Dell (SD)	Student Advocate
	Mark White (MW)	Support Staff Councillor
	Dan Nicholls (DN)	Executive Principal
	Andrew Evans (AE)	Sponsor – UWE
	Rob Stroud (RS)	Sponsor - UWE
	Angela Long (AL)	Independent Councillor
	Simon White (SW)	Principal
	Steve Taylor (ST)	CEO – Cabot Learning Federation
<b>Attendees:</b>	Linda Corbidge (LC)	Clerk
	Jeremy Hunt (JH)	Academy Business Manager
<b>Apologies:</b>	Nafeesa Malik (NM)	Teacher Councillor
	Helen Jaworska-Webb( HJW)	Sponsor – UWE
	Kate Willis (KW)	Vice Principal (Attendee)

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions by IW.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
<b>3</b>	<b>Minutes of the previous meeting</b>	
3.1	The minutes of the meeting held 3 April 2017 were approved as a true record.	
<b>4</b>	<b>Matters Arising</b>	
4.1	Replacement LA Councillor – <b>LC to liaise with Wendy re recommendation.</b>	<b>LC</b>
4.2	Mentors from UWE –AE was liaising with Andy Hunter to allocate across CLF	
4.3	Year 11 Data received by councillors - in report.	
4.4	Message from Council in Newsletter – IW confirmed a message had been published in the newsletter.	
<b>5</b>	<b>Governance</b>	
5.1	Academy Council - Terms of Office/Membership - IW advised that Angela Long's term of office was ending in June. <b>It was agreed that IW would propose AL's re-appointment at the next COAC meeting. IW to follow up.</b>	<b>IW</b>
5.2	Chair of Council report to Councillors on Board matters –	

	<ul style="list-style-type: none"> <li>There was a current focus on strengthening academy councils – this included councillor job descriptions, templates, link roles and next year’s training programme. ST explained the opportunities for councillors to attend another academy council meeting, or transfer to another council as CLF recognised the diverse representation required for councils – Councillors to email IW with any requests.</li> </ul>	
<b>6</b>	<b>Strategic Developments</b>	
6.1	<p>ST briefed council on the CLF strategic direction of Post 16:</p> <ul style="list-style-type: none"> <li>Longer term aiming for one site – there would be a re-submission of the free school bid within the next 2 years in collaboration with UWE. This would incorporate a three stream vision – academic; access to Level 3 and a hub between the two (plus the specialist provision at Digitech Post 16).</li> <li>In the interim moving to two sites from September - this was already having a positive impact on recruitment. ST assured council that the provision at JCA would not be a drain on JCA and would have a positive impact on the academy.</li> </ul>	
6.2	<p>Leadership / capacity:</p> <ul style="list-style-type: none"> <li>Process was underway to appoint a new Assistance Principal – SW would advise council of the new appointment in due course.</li> <li>Planning to increase leadership support capacity in order to take the new behaviour system to another level.</li> <li>Less teaching staff from September as a result of budget cuts – although fully staffed the timetable would be much leaner.</li> </ul>	
6.3	<p>Significant changes / proposals /projects</p> <ul style="list-style-type: none"> <li>Uniform – information on change of uniform would ‘go live’ in week 1 of Term 6. Council discussed implementation and the importance of communication, expectations and consequences in Term 1. Council suggested testing the level of understanding during Term 6 to mitigate the risk of providing easy headlines for the local paper. Council agreed on the importance of re-establishing JCA’s vision and values from September.</li> <li>Council discussed the agreed temporary breach of the PAN by 15 from September for finance reasons. SW re-assured council that the increase was manageable with no risk to outcomes or congestion within the academy – Board approval would be required for a permanent increase of the PAN.</li> </ul>	
<b>7</b>	<b>Student Voice /Student Advocate</b>	
7.1	<ul style="list-style-type: none"> <li>SD circulated a summary of the 36 responses from a student voice questionnaire which had been sent to all students by email. Conclusions included – good school; good grades; more trips requested; more sanctions for behaviour; request for external eating areas. Council agreed that another questionnaire should be circulated in the new year once the new uniform was in place and that this should be completed by students in an IT lesson in order to collect more responses.</li> <li>IW asked for the views of the student council – SD responded that general views were that the academy was better/quieter/no major concerns with new uniform.</li> <li>It was noted the Strategic Working Group would be talking to students from KS3 at the meeting on Friday, covering key trails from the SEF including safeguarding, PP and HAPs – <b>SWG would report at the next meeting.</b></li> </ul>	<b>SWG</b>

	<ul style="list-style-type: none"> <li>Following discussion, it was agreed that <b>IW would liaise with Charlie Hodge who leads on student voice, to ensure future student feedback to council on priorities from the SEF and School Improvement Plan.</b></li> <li><b>Council commented on the importance of feedback to students by SLT on response to the questionnaires - particularly on strategic priorities and reasons why – this was noted by SW.</b></li> </ul>	IW SW
8	<b>Staff Survey</b>	
8.1	<ul style="list-style-type: none"> <li>SW reported a low response rate of 36/120 although this provided some benchmark for a future improved survey. It was noted that staff morale was low. SW reported that despite encouragement from SLT, they had received little response from consultations regarding proposed changes. <b>Council discussed ensuring feedback to staff at all levels and offered support to SW, if required.</b></li> <li>Council discussed a whole staff survey across CLF. ST advised that at present individual academies conducted the surveys. <b>AE offered SW support with the design of future questionnaires from UWE.</b> Council wished to record their thanks to Nafeesa for conducting the survey, with SW to schedule an updated survey in 2017 / 18</li> </ul>	
9	<b>Pupil Premium Spending Plans 17/18 update on progress</b>	
9.1	<ul style="list-style-type: none"> <li>SW reported that the HMI was pleased with the Pupil Premium (PP) evaluation – he was visiting in Term 6 and was keen to see the PP interventions.</li> <li><b>SH, Link PP Councillor, would meet with KW to seek reassurance and report at next meeting. SH/IW to meet re key PP questions / indicators.</b></li> </ul>	SH SH/IW
10	<b>Principal's Report</b>	
10.1	<p>SW welcomed feedback on the new format. SW commented that all Councillors should know the context/trends in the introduction section of the report.</p> <p>Council questioned:</p> <ul style="list-style-type: none"> <li>The reason for the SEND drop in numbers? – <i>Students had left to more appropriate provision.</i></li> <li>Why the rise in EAL? – <i>this had been noted although no specific reason.</i></li> <li>SW commented that JCA had more HAPs than other academies – Council asked for details of the plan for HAPs – <i>there was concern re progress for this key group. Increased focus on differentiation as this had not been good enough in the past.</i></li> <li>ST commented that key priorities and trails were the same across CLF as JCA; key priorities needed to improve. ST asked SW what council should be happy /concerned with: <ul style="list-style-type: none"> <li><i>Happy with Level 9-4 predictions if outcomes 76%, Level 9-5 slightly lower (early 50s). PP gap prediction re basics was closing. Attainment re EBAC subjects.</i></li> <li><i>Concern was progress data - although this was difficult to measure at present (rough indicator -0.59).</i></li> </ul> </li> </ul> <p>Council asked:</p> <ul style="list-style-type: none"> <li>What English and Maths interventions were in place? <i>A lot out of school - would like to see more improvements from lessons.</i></li> </ul>	

	<ul style="list-style-type: none"> <li>Previous concern re staffing for Physics Year 11? – <i>SW was very pleased with appointments for next year which included an excellent teacher for Physics, NQT Maths and Humanities.</i></li> </ul>	
10.2	<p>Attendance:</p> <p>94.7% (up on last year) - NA 95%. Council asked if the new Attendance Officer was making a difference – <i>very pleased, diligent, positive direction.</i></p>	
10.3	<p>Safeguarding:</p> <p>AL reported that she had met with the DSL (Designated Safeguarding Lead) and was pleased with progress. As a result of regular staff briefings which were raising awareness, CPOMS was now being used more effectively and safeguarding was now a high priority for all staff. The DSL was regularly counselling students – AL expressed concern at her high workload and highly recommended the need for a school counsellor. The DSL had requested to attend Attachment Issues Training – SW confirmed he was looking into this for next year. <b>RL would also like to attend on behalf of the Academy Council – LC to follow up.</b></p>	LC
10.4	<p>Quality of Teaching:</p> <ul style="list-style-type: none"> <li>Council asked how this was measured – <i>by looking at data/walk arounds/ student books. SLT were trailing PP/HAP/LAPs at present to inform practice going forward. Consultations were also taking place with heads of faculties re job descriptions with every role to be looked at in Term 6 then re-aligned. There was work to do around performance management - Council requested update in September and are keen to see the link from CLF Strategy through JCA goals and into teacher objectives.</i></li> </ul>	Sept Agenda
10.5	<p>Behaviour:</p> <ul style="list-style-type: none"> <li>AL asked if behaviour was in the Job Descriptions of the Heads of Faculties – <i>SW responded 'yes'.</i></li> <li>Discussion took place on the difficulties of getting all staff to take responsibility for behaviour. Council asked for MW's view on the behaviour system – <i>MW responded that it had good points regarding faculty ownership of behaviour and better understanding of the system although implementation/consistency and actions for repeat offenders could be improved. IW would ask HJW to look at behaviour and report back to Council.</i></li> </ul>	IW
10.6	<p>Health &amp; Safety:</p> <p>Council asked to see the H&amp;S Executive Summary mentioned in the tabled report – <b>JH/LC to circulate with minutes.</b></p>	JH
10.7	<p>Staffing:</p> <p>Council asked if there were reasons why some longstanding staff members were leaving JCA – <i>SW responded this was various reasons although no differences to usual movement at this time of year.</i></p>	
10.8	<p>SEF:</p> <p>IW noted this was 'RI' all the way through. <i>SW commented it was difficult to predict outcomes although predictions were showing improvement particularly for disadvantaged students. SEF was showing strong green shoots. Teaching needed improvement – this would be a focus next year. New SENCo was good.</i></p>	
11	<b>Ofsted Readiness</b>	

11.1	<ul style="list-style-type: none"> <li>SW reported that staff were aware of the one day monitoring visit in Term 6 – likely to be w/c 5 or 12 June with 2 days' notice. <b>Council to note dates and try to be available.</b></li> <li>ST asked for an update on progress for KS3 – <i>SW reported ARE (age related expectations) were similar to KS4 although SW said Maths and English Teams were harsh with their predictions.</i> <b>Council requested a report on KS3 progress/ARE explanation for Council at the July meeting.</b></li> </ul>	<p><b>ALL</b></p> <p><b>SW</b></p>
<b>12</b>	<b>Governance Review / Action Plan Update</b>	
12.1	<ul style="list-style-type: none"> <li>IW reported on actions for Council following the review meeting with Adele Haysom, this included: <ul style="list-style-type: none"> <li>Training - recommendation for bite size training/questions at Council meetings. <b>IW would liaise with LC on training for next year.</b></li> <li>Report expected from Adele before July meeting – <b>Action Plan re increasing effectiveness of JCAC to be agenda item.</b></li> </ul> </li> </ul>	<p>Sept Agenda July Agenda</p>
<b>13</b>	<b>Matters for the attention of JCA Chairs and / or the CLF Board</b>	
13.1	Nothing to report.	
<b>14</b>	<b>Look-ahead and AOB</b>	
14.1	Strategic Working Group meeting Friday 26 May 8.00 – 10.00 am – Values & Vision/Informal Q&A/KS3 Student Voice – <b>report to July meeting.</b>	<b>IW</b>
14.2	SWG - Evaluation – taken forward to July meeting with Action Plan.	July Agenda
14.3	<p>Risk Register:</p> <ul style="list-style-type: none"> <li><b>Review at next meeting</b> (full review termly or if significant changes and not yet embedded as part of day to day academy management)</li> </ul>	July Agenda
14.4	ST briefed Council on the new CLF leadership cluster structure from September – JCA would be part of the S.Glos Cluster with Sally Apps being Executive Principal overseeing the S.Glos Cluster from September.	
14.5	<b>Date of next meeting – Monday 3 July at 4.00 pm</b>	

The meeting closed at 6.30 pm