

**KING'S OAK ACADEMY**

**Academy Council Meeting FINAL  
Monday 27<sup>th</sup> April 2020 – 17:00**

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Diane Owen	Sponsor 1 ( <b>Chair</b> )	√	
Sandra Slocombe	Sponsor 2	√	
Sonia Tibbatts	Sponsor 3	√	
Gary Pine	Sponsor 4	√	
David Tibbetts	Sponsor 5	√	
Adele Rice	Student Advocate	√	
Katherine Ogden	Associate Principal	√	
VACANCY	Parent Councillor		
Nicola Read	Parent Councillor	√	
Sarah Franklin	Staff Councillor	√	
Lucy Jacobson	Staff Councillor		<b>Apologies Accepted</b>
Dan Nicholls	Executive Principal	√	
Andrew Bush	Local Authority Rep	√	
<b>Invited attendees</b>			
Jo Thorne	Acorn Primary Lead	√	
Gemma Read	Vice Principal	√	
Richard Cormack	Assistant Principal	√	

Item	Note	Action
<b>1.</b>	<b>Introduction, Administration and Apologies</b>	
1.1.1	This meeting took place via Microsoft Teams video and audio function due to the Covid-19 pandemic. Diane Owen welcomed all and explained the meeting protocol.	
1.1.2	(DOn) We have all learned of the very sad news of the passing of Chris Ewing, an English Teacher at KOA. I knew Chris well during my tenure at KOA, and feel very sad at this time. Lucy Jacobson (English Teacher) will join the Academy Council as Staff Councillor, however Lucy felt unable to join this evening.	
1.1.3	(KOn) An email was sent to all Academy staff and Councillors earlier in the week to advise of the sad news of Chris Ewing, English teacher at KOA for 17years had passed away (not Covid related). Condolences have been sent to Chris' family and they have asked for any donations to be made to St Peter's Hospice. Lucy Jacobson worked closely with Chris in the same department and is understandably unable to attend this evening.	
1.1.4	(DN) Chris Ewing was well known and worked throughout the wider CLF through his Union work, and was held in high regard throughout. I'd like to propose a minutes silence/reflection for Chris. <b>Meeting paused for one Minute Silent reflection.</b>	
1.1.5	(DOn) I will write to Chris' family on behalf of the Academy Council, please do feel free to share any of your memories with Chris so I can include.	
1.1.6	(GP) My son attended King's Oak Academy, and reflected upon the positive impact that Chris Ewing had on his students.	
<b>2.</b>	<b>Declarations of Interest:</b>	
2.1	None declared.	
<b>3.</b>	<b>Minutes of Previous Meeting:</b>	
3.1	Monday 10 <sup>th</sup> February 2020 <ul style="list-style-type: none"> <li>• <b>Accuracy:</b> An update to the minutes is required to include the notation of the Behaviour Policy. LP to update this. The minutes were agreed as a true record.</li> <li>• <b>Actions:</b> refer to Appendix 1.</li> </ul>	
<b>4.</b>	<b>Matters Arising:</b>	
4.1	AB visited the Science department as Link Councillor and observed lessons. The behaviour of the students was good, but felt that the Physical state of the Science department is not the best environment for students learning. There was positivity about current recruitments however as we do not offer a Post16 programme we may be limited. There was also a concern that Triple Science is currently taught in Combined Science slot.	
4.1.1	(KOn) During lockdown, improvements to the area are taking place across the academy site. In Science, we are scheduling to lay a new floor, re-paint D block interior and remove the lockers. Science Recruitment - We continue with recruitment and an online interview taking place tomorrow for a new 2 <sup>nd</sup> in Science for the 2020/21 Academic year. Science Timetabling/Curriculum Allocation - A linear timetable for Science will be implemented with Triple Science an option for Yr10 students. This is the preferred model for the Science department. P16 Programmes - Staff do have opportunities to teach post-16 across the CLF if requested / a position is available.	

<b>5.</b>	<b>Quality of Education including curriculum developments</b>	
<b>5.1</b>	<b>(DOn) Thank you to KOn and the rest of the KOA team for putting together the documents for the meeting.</b>	
<b>5.2</b>	<b>What are the SLT thoughts on Yr10 falling behind?</b>	
5.2.1	(GRd) We are most concerned about Yr10 as they are suffering the most. The Snr Team must consider this time as lost time for the students. We need to assume they need to make up for the lost time. It is important that a strong package is in place for their return.	
5.2.2	(GRd) Our data shows that 80% of students are accessing the online learning platforms – Yr10 unfortunately are the lowest. The staff are being incredible at contacting the students, setting engaging work and hosting live lessons.	
5.2.3	(AB) As a school, we can't afford for our Yr10 to have poor results as our previous Yr11.	
<b>5.3</b>	<b>How much grace will be given to the students, will the bar be reset?</b>	
5.3.1	(GRd) We want our students to have the best education, they are not just our stats. Some of our current Yr11 students were only just starting to produce great work. We need to ensure that our Yr10 students are aware that they need to come back enthusiastic.	
<b>5.4</b>	<b>Do our students know that they need to do this?</b>	
5.4.1	(KOn) We need to ensure that it is balanced and that our students are safe. Rich Cormack and Catherine Walbridge have hosted virtual assemblies focusing on the return to school. Prior to lockdown, we struggled with Yr10 their progress and year group identity/culture. We need to ensure that the most disadvantaged or affected students are looked after effectively and that we focus upon what is right for each student, beyond their predicted Y11 outcomes.	
5.4.2	(GP) I think that the Mental Health of students will be worse than anticipated.	
5.4.3	(AB) The additional pressure on staff will be huge.	
5.4.4	<b>(DOn) Yr10 should be our focus at the next meeting in Term 6. ACTION.</b>	<b>DOn/KOn</b>
<b>5.5</b>	<b>Is there a particular group in Yr10 that are not engaging?</b>	
5.5.1	(KOn) Our PP students – We are working to ensure they have access to the online platforms. These students prior to the pandemic were struggling to engage. Staff are already looking at ways to change the work to increase engagement and are contacting families.	
<b>5.6</b>	<b>Is it Yr10 at KOA or throughout the CLF?</b>	
5.6.1	(GRd) Students in Yrs9 & 10 in the disadvantaged groups. Some students have become carers (of siblings) during lockdown and we didn't know about all of them. Some students don't have space to work at home (some are living in flats/apartments with several siblings.)	
<b>5.7</b>	<b>What is the plan for the return of the PP students?</b>	
5.7.1	(GRd) We are planning for a phased return with the first students back being from our disadvantaged groups.	
<b>5.8</b>	<b>What are your expectations of Middle Leaders during Covid-19?</b>	
5.8.1	(RC) We are meeting with Middle Leaders weekly and checking in on their own Mental Health. The Middle Leaders have been great at cascading to teams, they have responded to parents concerns and ideas. Students work is being set on a Monday which is clearer for parents.	
5.8.2	(RC) The Teams are in the process of contacting students with low engagement. Our Middle Leaders have stepped up and done a great job.	

5.8.3	(DOn) I've been really impressed with KOA and CLF for how they have dealt with the current circumstances.	
<b>6.</b>	<b>Achievement and Standards</b>	
6.1	(RC) Outcomes were expected to be better than last year. There is a stronger culture of learning and a bespoke timetable. 75% of students were attending Period 7 at least 3 times per week.	
6.1.1	(RC) There were big improvements in Maths and English after Mock 4; approximately a 15/20% increase in English Language. The Mock 4 outcomes were stronger than we had hoped and stood up against the CLF outcomes. We may have seen a ½ grade increase in our Progress 8. We're sad that we won't have the normal Exam season.	
6.1.2	(RC) The Central Team are helping to structure the process for awarding GCSE grades to students. They are providing support and helping Middle Leaders with the grading. There are a range of models for subject grading with subject data over 3yrs helping to sort details and evidence to support the grade. KOA are well on track for this process having received strong data sets. We have Quality Assurance for the grade on Weds/Thurs this week, and will submit the grades to the Central Team on Friday.	
6.1.3	(KOn) Well Done to Rich for leading this – There has been lots of positive feedback from staff regarding Rich's leadership of the Middle Leaders during this time particularly regarding the Centre Assessed Grades (CAG) process.	
<b>6.2</b>	<b>Schools will have previous results looked at; how likely will we be able to show that the improvements are warranted?</b>	
6.2.1	(DN) Thank you to Rich and the wider team for all the work. There were many reasons to be optimistic for the exam season prior to Covid-19.	
6.2.2	(DN) OFQUAL will take into account the subject data from previous years and KOA have not had great outcomes. We need to be robust in our suggested grades and have the evidence to support. We will remain professional – CLF will provide some level of tolerance although it is not yet clear from OFQUAL the set levels of tolerance from them.	
<b>6.3</b>	<b>What is happening with Yr11?</b>	
6.3.1	(RC) We are still working hard with Yr11. There is no need to set general work, but we felt they needed purposeful and engaging work. We have hosted 2 assemblies, and they have weekly tutor contact.	
6.3.2	(RC) Most Post16 educators are offering unconditional offers, we therefore know student destinations and have provided bridging work and activities. We have also been in contact with and liaised with the Post16 providers. We've been using this time to propose to the students that they take an online course for something that they have an interest in.	
6.3.4	(NR) The Team have been great at setting Yr11 students work and hosting the live assemblies	
6.3.5	(RC/KOn) That's really great to hear.	
	<b>18:06 – Gemma Read and Rich Cormack left the meeting.</b>	
	<b>Acorn Distance Learning</b>	
6.4	(JT) I want to congratulate the Acorn staff for everything they have done so far. We have received really positive feedback. We are using SeeSaw for daily learning and we upload work for the students every evening. There is an 80% engagement from the students. Some students are receiving paper work packs as they are unable to access online learning. We are working hard to maintain engagement with our vulnerable students.	
6.4.1	(SF) Parents are happy with the work that has been provided. SeeSaw works well and allows children to submit work to the teachers.	

6.4.2	(JT) The students that are attending the Acorn Hub are using SeeSaw in the mornings, crafts and outside learning in the afternoon. We paused with learning during Easter.	
6.4.3	(JT) Staff helped relocate the Acorn Hub to KOA, including furniture. A Music room within KOA has been set up for Primary school use with access to toilets for the students.	
6.4.4	(AB) Thank you to the Teams. As a Primary parent; the work that has been set and how it can be accessed is great and should be commended.	
6.4.5	<b>JT to send LP the link to the website video. ACTION</b>	<b>JT</b>
<b>6.5</b>	<b>What happens next in terms of assessment for the Primary students?</b>	
6.5.1	(JT) We are currently collecting T4 data and discussing DOYA for the end of T6, and finding gaps in the curriculum along with what may have been missed. We are also working on what may be required regarding the Mental Health of our students when they return.	
<b>6.6</b>	<b>What are the timelines for Curriculum planning?</b>	
6.6.1	(KOn) We have been able to look closely at the curriculum model for the next academic year, and have received lots of input from Middle Leaders. We need to look at what we offer our students at key transition points in Yr10. <b>KOn to keep the Academy Council informed of any Curriculum Developments. ACTION</b>	<b>KOn</b>
	<b>Attendance</b>	
6.7	(KOn) During the National Lockdown we are focusing on key trails to ensure attendance is on-site is proportionate and reflective of government guidelines. At the start of the lockdown on site attendance was approx. 1 – 1.5% (All-Through). In Week 5 this has increased to 1.5 – 2.5%. The increase in numbers is primarily from key worker families or vulnerable children whose circumstances have changed and now require on site provision.	
	<b>Behaviour and Exclusions</b>	
6.8	A Permanent Exclusion was upheld just prior to lockdown. The FTE (Fixed Term Exclusions) were decreasing; We must ensure that we have the correct provision for students when we return to ensure that we remain a low excluding academy.	
<b>6.9</b>	<b>What is behaviour like for those students that are attending the Hub?</b>	
6.9.1	(KOn) It's very good. We are seeing an increase in students attending the Hub. In Acorn we range from 7-14 students and approximately 4-6 KOA students and 2 DSSB. Approximately 1% of the cohort which is in line with CLF.	
<b>6.10</b>	<b>What about the Yr6 transition?</b>	
6.10.1	(KOn) If we open in T6 we are working on several scenarios. We have written to all of our Yr6 parents and they will shortly receive an information pack, video with students from our current Yr7 and transition activity. We are also contacting all of the Primary schools for the relevant student information.	
<b>6.11</b>	<b>What about the Reception students?</b>	
6.11.1	(JT) We have approximately 52 Reception children due to start at Acorn in September. I've recorded a tour of the school and Reception staff will do video messages. We have cancelled the Stay & Play, and will instead do a slower induction in September. We are hosting Virtual Meetings in T6, but won't host any Reception children in T6 as the staff will need to focus on the current students.	
<b>7.</b>	<b>Safeguarding</b>	

<b>7.1</b>	<b>What is the current position regarding concerns about a group in Year 9 re: CCE (Child Criminal Exploitation) from the last meeting?</b>	
7.1.1	(AR) The planned workshops with Safer Options for T5 have been postponed for the students, but delivered on line for staff. None of the students that we had CCE concerns about were on our vulnerable student list, but we added them anyway so they receive regular calls from staff.	
7.1.2	(SS) I am very impressed with the modifications to the Safeguarding Policy. The Team are doing a fantastic job.	
<b>7.2</b>	<b>There is lots of work happening with outside agencies, how helpful are Social Workers being?</b>	
7.2.1	(AR) They are amazing. The Social Workers are linking very well. They are expecting more from us right now, and we have performed home visits for both Acorn and Secondary students. Everyone is working very well together. I have approximately 25 families that I'm working with.	
<b>7.3</b>	<b>(SS) There seems to be such a low number of children attending the Hub, are children home alone?</b>	
7.3.1	(AR) Many of these students don't fall into key worker categories. We have some vulnerable students that are attending, but not everyday.	
7.3.2	(KOn) There is a careful balance for vulnerability vs the government guidelines. Some families are keen to maintain social distancing.	
7.3.3	(JT) There is a small increase in students attending due to our work in supporting these families.	
<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
8.1	(KOn) We are continuing to budget for next year. We were due to meet business regulations this year. We are working closely with the Finance Team, but we are unable to share any further updates with the Council at this time.	
8.1.1	(DOn) It is encouraging that we are on track for business regulations.	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
9.1	(KOn) Throughout the pandemic, we are speaking with staff daily. I have weekly contact from Steve Taylor and we are keeping all communication updated and informed. I think relationships will be strengthened from this.	
9.1.1	<b>LP to send the weekly newsletter from KOn to the Academy Council. ACTION</b>	<b>LP</b>
<b>10.</b>	<b>Policies that require review</b>	
10.1	We are working to sort the policies to be updated throughout the year rather than in one meeting.	
<b>11.</b>	<b>Student Voice/Student Advocate</b>	
11.1	(KOn) Our contact with students is positive, it would be useful to gain the student voice when they return.	
11.1.1	(AR) Parents are appreciative of the contact and support that we are giving them.	
<b>12.</b>	<b>Governance</b>	
12.1	Lucy Jacobson will join at the next meeting as Staff Councillor. There is still a Parent Councillor vacancy.	
<b>12.2</b>	<b>Is there anything the Link Councillors can do during this time?</b>	
12.2.1	(KOn) The Link Councillors can email the staff link. This would be appreciated by the staff to touch base. You could offer to host virtual meetings for your Link subject and offer thanks to staff.	
12.2.2.	(DOn) If you do make contact with staff, please update DOn.	

12.3	(DOn) We are currently unable to continue with the sub-groups. I will liaise with KOn on the best way to restart these upon our return. We won't lose sight of these groups.	
<b>13.</b>	<b>Equality &amp; Diversity</b>	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
<b>14.1</b>	<b>Could we have an update on current leadership?</b>	
14.1.1	(DN) The CLF are meeting on Friday regarding Leadership. There is an advert being released for an Assistant Principal position at KOA.	
<b>15.</b>	<b>Any Other Business</b>	
15.1	(KOn) Thank you to Diane for Chairing the first online AC meeting	
15.1.1	(DOn) Thank you to KOn for superb leadership.	

Meeting closed at 18:57

Approved .....

Date: .....

Diane Owen

Chair King's Oak Academy Council

## KOA Academy Council

## Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
23 Sept 2019	6.2	<b>KOn to maintain oversight of actions noted on Policy List</b>	KOn	Closed
16 Dec 2019	5.12.2	<b>AB to visit the Science department</b>	<b>AB</b>	Closed
16 Dec 2019	5.15.1	<b>Focus on PP Acorn children at next visit by link Councillor.</b>	<b>NR</b>	Open
27 April 2020	5.4.4	<b>Yr10 should be our focus at the next meeting in Term 6.</b>	<b>KOn/DOn</b>	Open
27 April 2020	6.4.5	<b>JT to send LP link to the website video.</b>	<b>JT</b>	Open
27 April 2020	6.6.1	<b>KOn to keep the Academy Council informed of any Curriculum Developments.</b>	<b>KOn</b>	Open
27 April 2020	9.1.1	<b>LP to send the weekly newsletter from KOn to the Academy Council.</b>	<b>LP</b>	Open



**Appendix 2**

**King’s Oak Academy Council Trail Tracker 2019-20**

A tick indicates when a trail has been scrutinised in depth at a meeting. Refer to the minutes for detail.

Trails will be RAG rated at the end of each meeting.

Trail/Focus Area	Status R/A/G Sept 2019	Meeting 1 21/10/19		Meeting 2 16/12/19		Meeting 3 10/02/20		Meeting 4 27/04/20	Meeting 5 06/07/20
		Acorn	Secon	Acorn	Secon	Acorn	Secon		
AIP Trail1: Teaching		✓	✓	✓	✓	✓	✓		
AIP Trail 2: Culture		✓	✓	✓	✓	✓	✓		
AIP Trail 3: Leadership		✓	✓	✓	✓	✓			
AIP Trail 4: Year 11		✓	✓		✓		✓		
Outcomes Yr7-10									
Outcomes Yr1-4				✓		✓			
Outcomes Early Years				✓		✓			
Disadvantaged				✓	✓	✓	✓		
SEND						✓	✓		
Attendance		✓	✓	✓	✓	✓	✓		
Staff Wellbeing							✓		
Student Wellbeing									
Safeguarding		✓	✓	✓	✓				
Finance									
Health & Safety		✓							
All-through: vision & governance				✓	✓	✓	✓		