

Academy Council Meeting  
Wednesday 28<sup>th</sup> April 2021 – 17:00

AC Members		Attended	Apologies
Diane Owen	Sponsor 1 ( <b>Chair</b> )	✓	
Gary Pine	Sponsor 2		<b>Apologies Accepted</b>
Sonia Tibbatts	Sponsor 3	✓	
VACANCY	Sponsor 4		
Liz Gregory	Sponsor 5	✓	
Adele Rice	Student Advocate	✓	
Katherine Ogden	Principal	✓	
Wayne Baker	Parent Councillor	✓	
Nicola Read	Parent Councillor	✓	
Sarah Franklin	Staff Councillor (Primary)	✓	
Lucy Jacobson	Staff Councillor (Secondary)		<b>Apologies Accepted</b>
Dan Nicholls	Executive Principal	✓	
VACANCY	Local Authority Rep		
<b>Invited attendees</b>			
Jo Thorn	Assistant Principal (Acorn Primary Lead)	✓	
Simon White	Assistant Principal	✓	
Becki Thielan	Assistant Principal		<b>Apologies Accepted</b>
Andrew Marshall-Aherne	Assistant Principal		

1.	<b>Introduction, Administration &amp; Apologies</b>	<b>Action</b>
1.1	Apologies from Lucy Jacobson, Gary Pine & Becky Thielan – All were accepted	
1.2	(DOn) The focus of the meeting will be on the major restructuring work being undertaken in preparation for the Academy becoming fully All-Through from September. There will therefore be less focus on the usual standing items but many of these were covered in detail at the recent sub-group meetings (see respective minutes).	
2.	<b>Declarations of Interest</b>	
2.1	None to declare	
3.	<b>Minutes of Previous Meeting</b>	
3.1	The minutes from the previous meeting – 08.02.21 were confirmed as a true record and actions from this meeting have been updated and are listed at the end of the document.	
4.	<b>Matters Arising</b>	
4.1	Several actions were closed, or updated.	
<b>Academy Council Report</b>		
5.	<b>Quality of Education including curriculum developments</b>	
5.1	<b>All Through update</b>	
5.1.1	(KOn) Thank you for the continued support from the Academy Council, it is key that we get the next steps right in readiness for September 2021.	
5.1.2	(KOn) In September 2021 King's Oak Academy (including all prior names) will be 100yrs old! This also coincides with our 10yr anniversary as an Academy.	
5.1.3	(KOn) At the Academy Scrutiny meeting in November 2020, we were asked to set goals for our vision as an All through Academy. These included: <ul style="list-style-type: none"> <li>• Build a new team</li> <li>• Build an Academy Council reflective of an All through Academy</li> <li>• Yr11 outcomes</li> <li>• Seize opportunities</li> <li>• Continue to build teams &amp; relationships</li> </ul>	
<b>17:15 DN joined the meeting</b>		
5.1.4	(KOn) We have received approval for a new canteen on the Academy site (plans are available) which will hopefully be open in April 2022. This will include a new pathway through the middle of the current grassed area.	
5.2	(KOn) We have recently met with staff, students and parents about the new structure changes, and what will remain the same. <ul style="list-style-type: none"> <li>• Katherine Ogden – <i>Principal</i></li> <li>• Simon White – <i>Vice Principal</i></li> <li>• Jo Thorn – <i>Head of Lower School R-Yr4</i></li> </ul>	

	<ul style="list-style-type: none"> <li>• Becky Thielan – <i>Head of Middle School Yr5-Yr8</i></li> <li>• Andrew Marshall-Ahearne – <i>Head of Upper School Yr9-Yr11</i></li> <li>• Sarah Franklin – <i>Associate Assistant Principal</i></li> </ul>	
5.2.1	(KOn) x3 Heads of House will leave on Friday 30 <sup>th</sup> April. Adele Rice will remain in a new role as Head of Safeguarding. Adele is currently training staff in the new dual roles of Head of Year/Pastoral Lead. The new roles ensure that no safeguarding decision is made in isolation and staff will have a higher level of safeguarding training.	
<b>5.3</b>	<b>There are concerns from parents and students regarding the amount of experience that will be lost with the Heads of House leaving KOA.</b>	
5.3.1	(KOn) We are aware and are supporting the new colleagues in their new roles. We have put the Heads of Year in office space with one another to enable buddying, and that someone should be in the office at all times.	
<b>5.4</b>	<b>Has the teaching time been cut for these new Head of Year?</b>	
5.4.1	(KOn) Yes. The teaching time for the new Head of Year is the same as an Assistant Principal. We are trialling this in Terms 5 & 6 to ensure we have flexibility for September.	
<b>5.5</b>	<b>Are the new Head of Year staff receiving training?</b>	
5.5.1	(KOn) Yes, they have already begun safeguarding level 1 which takes 6 weeks to complete. They will begin level 2 directly after.	
5.5.2	(AR) I attend lots of multi-agency meetings and will share the knowledge with the new Head of Years during our weekly student update meetings.	
<b>5.6</b>	<b>I'm conscious that the Head House role was non-teaching, but the Head of Year role has timetabled teaching. This seems a risk. I appreciate that the changes were necessary but there is concern that the Head of Year may not be available when needed.</b>	
5.6.1	(KOn) All of the Head of Year staff were already employed at KOA, they have just moved into new roles. Adele has already started intensive training with this group.	
5.6.2	<b>Given the risks inherent in a large change, can you clarify what the advantages are in the new Pastoral system?</b>	
5.6.3	(KOn) We are aware of the previous challenges – Fixed term Exclusions, and attendance issues. We want to see a more joined up way of working with the Pastoral and Academic staff. We want to implement further student support and make improvements in our problem areas.	
5.6.4	(KOn) We have received several emails from concerned parents who we have reassured that the Pastoral care remains in place and the curriculum doesn't change. We have explained the middle school provision and invited parents to join working groups.	
<b>5.7</b>	<b>Do you have any idea on how many parents are involved in the working groups?</b>	
5.7.1	(KOn) We currently have 43 parents involved with the Uniform working group.	
<b>5.8</b>	<b>Has anything been changed in response to Parents questions?</b>	
5.8.1	(KOn) Parents would like the Pastoral decision to change, and would like to continue to have a leavers event in Yr6.	
5.8.2	(JT) We still want to do events that celebrate our students, but for different year groups ie, camps, performances and discos.	
5.9	(KOn) We are advertising for Subject Leads in English, Maths, Science & Humanities.	

5.9.1	(DOn) Within the structure there are x2 Deputies for English due to a job share which was agreed under condition to ensure it is appropriate for both sides.	
<b>5.10</b>	<b>Have the previous subject leads lost their job due to the restructure?</b>	
5.10.1	(KOn) No, the vacancies were created due to staff leaving.	
<b>5.11</b>	<b>How is staff morale due to the new structure?</b>	
5.11.1	(KOn) It is rocky due to the changes, the pandemic and Yr11 outcomes. We have had some correspondence from the unions and appreciate that it will take a period of time to settle as some colleagues are rethinking career paths. It's a challenging time, but staff are being very professional.	
5.11.2	(JT) The Lower school is busy and although morale is high, staff feel under pressure. Colleagues have been successful in their new roles, but anxiety was high during the new structure process.	
5.11.3	(KOn) We are mindful of the wellbeing of staff and what we are able to do to help, and what can be parked.	
5.11.4	(AR) It's very difficult in Secondary, anxiety is high, and with the x3 Head of House staff leaving on Friday its very difficult and upsetting but people are being professional and asking questions and going about it the correct way.	
5.11.5	(NR) My recent dealings with the Heads of House have been above and beyond.	
5.11.6	(KOn) There is an informal staff BBQ tomorrow and we are conscious of how the last few days will look like.	
<b>5.12</b>	<b>What support is KOA receiving from CLF?</b>	
5.12.1	(KOn) Central support has been very good, and I understand why we are part of this trust, I've learnt a lot about leadership. KOA has been a challenge in the past, but we have strong guidance and support.	
5.12.2	(DN) The Trust has done this before, but it is very difficult to do. Lots of discussion, difficult decisions and the awareness of implications to people, and to reach out and support. Restructures are never easy but it is necessary to build KOA as a strong All through Academy. With lots of support from the Trust, KOn is able to get support within an hour if necessary. Nothing has been taken for granted, but these decisions were necessary for an academy to serve the community.	
5.12.3	(KOn) We will continue to communicate to the Academy Council.	
<b>5.13</b>	<b>What are we going to be able to measure as a Council that will show these changes have brought benefits?</b>	
5.13.1	(KOn) <ul style="list-style-type: none"> <li>• Teaching – Deep and joyful</li> <li>• Outcomes – Academy consistently achieving in line with National</li> <li>• Culture – Attendance, culture and admissions (are we oversubscribed?)</li> <li>• Community – We should be an outward facing school</li> <li>• Student Voice – Children to articulate</li> </ul>	
5.14	<b>If there is an opportunity for the Heads of Year to get involved with the community – Is this already happening?</b>	
5.14.1	(KOn) We are planning a week for the students to step into the all through and working with local business to support vulnerable students during the summer months.	

5.14.2	(DOn) It is great that we are keeping our focus on the key issues as identified at the November 2020 scrutiny. This consistent focus is welcome.	
<b>6.</b>	<b>Achievement &amp; Standards</b>	
	<b><i>Update from Simon White – Vice Principal</i></b>	
6.1	(SW) We have begun advising the parents of our Yr11 students the process of TAG (Teacher Assessed Grades). We are also providing training to staff for the TAG and moderating process. We have decreased the amount of time dedicated to CPD to ensure staff have the time for TAG.	
6.1.1	(SW) The Yr11s are undertaking assessments over the next fortnight, not exams but small assessments, we have however put access arrangements in place for the students that require them. We have been clear to the students that this is just one part of making their final grade. We have been mindful of the students timetables during this fortnight.	
<b>6.2</b>	<b>How are Yr11?</b>	
6.2.1	(SW) They feel under pressure even though we have advised that these assessments are not exams. They are finding it hard. Staff are under pressure too.	
<b>6.3</b>	<b>How are Yr10 being supported?</b>	
6.3.1	(KOn) There has been an English intervention in Yr10, and we are currently planning for when Yr11 leave. The current Yr10 basics are at the same level as the current Yr11. We must ensure we have accurate data to use for the assessment of Yr10.	
6.3.2	(SW) Rob Cholmnicki (SEnCo) is working on implementing exam access arrangements for Yr10.	
<b>6.4</b>	<b>Is English a high priority? Yr10 have had lots of supply staff.</b>	
6.4.1	(SW) Staffing in English has been challenging, we are currently recruiting for a Head of English. We have received lots of support from the Central Team to ensure that the supply cover is following our curriculum. We have split teaching with Lucy Jacobson and the supply.	
6.4.2	(NR) As Councillors, the English outcomes are a high priority.	
	<b>Acorn</b>	
6.5	(JT) Data has improved for Yr1 & Yr5. Reading remains our top priority. Other year groups have made small improvements, but we have added capacity to these year groups.	
6.5.1	(JT) At the next ARV (Academy Review Visit) we will focus on improvements and what works well. CPD will return in September.	
<b>6.6</b>	<b>What conversations are you having with staff about different teaching &amp; learning?</b>	
6.6.1	(JT) Teaching & Learning pedagogy and focus on learners. What are children demonstrating they have learned and where are the gaps. We are leading core team meetings and have an ongoing dialogue with teachers about teaching & learning.	
6.6.2	(SW) Yr10 & 11 almost all teachers remained with their classes so teachers are aware of the gaps when student returned after lockdown. It has been harder to track engagement with Yr7-9, but assessments are taking place to find the gaps.	
<b>7.</b>	<b>Safeguarding</b>	
7.1	(LG) I met with AR regarding the change in pastoral arrangements, and thank you to AR for the time and effort in training and support for the colleagues in their new roles.	

7.2	There has been a rise in anxiety and Mental Health issues in students returning from lockdown and we continue to monitor the trends as student reintegrate to school.	
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<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
8.1	There are some ongoing challenges with some maintenance, but we must note the work of one of our Art Teachers (Nick Webber) who has transformed the Art area. Nick is also a street artist, and it is absolutely stunning and amazing!	
8.2	New canteen to be delivered!	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
9.1	It is a challenging time so please be sympathetic and understanding with your Link visits.	
<b>10.</b>	<b>Policies</b>	
10.1	<ul style="list-style-type: none"> <li>• Communications policy – Approved</li> <li>• School trips &amp; visits – Approved subject to adding ratio of Reception children on visits to 1:4</li> <li>• Quality information &amp; objectives – Approved subject to update on Pg6 re: roles &amp; responsibilities where to record. Amend to Head of Year.</li> <li>• Remote Education – Noted</li> <li>• Remote Learning – Noted</li> <li>• Teaching &amp; Learning - Approved</li> </ul>	
<b>11.</b>	<b>Student Voice</b>	
11.1	All through communicated to students, the structure change has caused some concerns. The student voice is similar to the parents & staff. They have been unable to consult on the structure but are able to be involved in the uniform decisions along with community & houses etc.	
11.2	The lower school is settling into routines, needing to adhere to our school values.	
<b>12.</b>	<b>Governance</b>	
12.1	Kate Avent will contact you to book link visits with SLT leads focusing on whole school link areas <b>Action: KA to liaise with Councillors to organise whole school visits in Term 6.</b>	
12.2	<ul style="list-style-type: none"> <li>• Liz Gregory – Culture</li> <li>• Sonia Tibbatts – SEND</li> <li>• Nicola Read – Disadvantaged</li> <li>• Wayne Baker – Lower school curriculum</li> <li>• Diane Owen – Leadership</li> <li>• Gary Pine – Health &amp; Safety</li> </ul>	
<b>13.</b>	<b>EDI</b>	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
14.1	The trail tracker was reviewed and updated.	
<b>15.</b>	<b>Any Other Business</b>	


**Meeting closed at 18:52**

Approved .....

Date: .....

Diane Owen

Chair King's Oak Academy Council



## Appendix 1

### KOA Academy Council

#### Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
01 Oct 2020	6.2	KOn to continue to produce the year group RAG rating for AC meetings.	KOn	Open
01 Oct 2020	6.17.3	GP & JTn to liaise re: intro to Kingswood RFC and the Rotary Club for community relations <b>Update: 08.02.21 – GP currently speaking with the Chairman, able to help further when current lockdown restrictions are lifted.</b>	GP/JTn	Open
01 Oct 2020	6.17.4	Councillors to provide links (if possible) to local businesses for student liaison	ALL	Closed
08 Feb 2021	8.1.1	Ensure the Covid catch up funding figures within the report are correct, there appears to be a discrepancy. <b>Update 28.04.21: Entire document to be re-written and provide updated version to the school website.</b>	KOn	Open
08 Feb 2021	8.2.1	Show the qualitative outcomes of the Covid catch up funding in T6	KOn	Open
08 Feb 2021	8.3.1	DOn to email the site team on behalf of the AC via KOn to express thanks for all of the hard work they are doing	DOn	Closed
08 Feb 2021	10.2	DOn to liaise with KOn to finalise Communications Policy	DOn/KOn	Closed
08 Feb 2021	12.4	Email your Link lead to check in on Wellbeing and offer support at the start of T4. Please liaise with Kate Avent. <a href="mailto:Kate.avent@clf.uk">Kate.avent@clf.uk</a> email addresses. The Link visit documents are available on Teams.	ALL	Closed
08 Feb 2021	13.1	EDI update in T6 with EDI targets	KOn	Open
28 April 2021	12.1	<b>Kate Avent to liaise with Councillors to organise whole school visits in Term 6.</b>	KOn/KA	Open

Appendix 2

King's Oak Academy Council Trail Tracker 2020-21

Trails will be RAG rated at the end of each meeting. A blank box indicates a trail that was not scrutinised in detail at that meeting. RAG rating may also be based on feedback from the relevant sub-committee. Refer to the minutes for detail.

Trail/Focus Area	Status R/A/G Sept 2020	Meeting 1 1/10/20	Meeting 2 2/12/20 Short full AC	Meeting 3 8/02/21	Meeting 4 28/04/21	Meeting 5 6/07/21
AIP Trail 1: Curriculum			Curriculum sub-group 24/11/20			
Outcomes KS4						
Outcomes KS3						
Outcomes KS2						
Outcomes KS1						
Outcomes Early Years						
AIP Trail 2: Disadvantaged			Vulnerable sub-group 2/12/20		V - March	
Disadvantaged (PP)			Vulnerable sub-group 2/12/20		V - March	
SEND			Vulnerable sub-group 2/12/20		V - March	
AIP Trail 3: Leadership						
Middle leadership						
All-through: vision & governance						
AIP Trail 4: Culture			Pastoral subgroup 2/12/20		P - March	
Attendance			Pastoral subgroup 2/12/20		P - March	
Safeguarding			Pastoral subgroup 2/12/20			
Staff & student wellbeing						
Health & Safety						