

KING'S OAK ACADEMY

Academy Council Meeting FINAL
Monday 6th July 2020 – 17:00

AC Members		Attended	Apologies
Diane Owen	Sponsor 1 (Chair)	√	
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		Apologies Accepted
Sarah Franklin	Staff Councillor	√	
Lucy Jacobson	Staff Councillor	√	
Dan Nicholls	Executive Principal	√	
Andrew Bush	Local Authority Rep		Apologies Accepted
Invited attendees			
Jo Thorn	Acorn Primary Lead	√	
Gemma Read	Vice Principal	√	
Richard Cormack	Assistant Principal	√	

Item	Note	Action
1.	Introduction, Administration and Apologies	
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.	
1.1.1	Welcome to Lucy Jacobson; Lucy has joined the Council as Staff Councillor. There was a roundtable introduction for all.	
2.	Declarations of Interest:	
2.1	None declared.	
3.	Minutes of Previous Meeting:	
3.1	Monday 27 th April 2020 <ul style="list-style-type: none"> • Accuracy: The minutes were agreed as a true record. • Actions: refer to Appendix 1. 	
4.	Matters Arising:	
4.1	(DOn) There will be a slight change to the Agenda, as having very recently caught up with KOn, we would prefer to focus on the wider opening of KOA in September.	
4.2	(KOn) Thank you to ALL staff at KOA – They have ensured that all students have remained safe. There has been a real collaboration with KOA/CLF working around the clock to maintain online working, working from home and staff mental wellbeing.	
4.2.2	(KOn) We have received guidance for our wider opening in September. We are now focused on how we can deliver a broad and wide curriculum, the curriculum that has been missed, wrap around care, supporting child mental health and ensuring that our students attend school from September – Education is not optional.	
4.2.3	(KOn) Our Core aims are for ALL students to access school onsite and have as many staff as possible on site. We are focused on the Secondary opening and how to operate in Bubbles and the wider access. We are looking to have the maximum impact in the shortest amount of time.	
4.2.4	(DN) Responding to the latest guidance, KOA have managed very well. The Primary phase has done very well; it is more challenging in Secondary.	
4.2.5	(KOn) We have held discussions on creating student Bubbles and have the staff move locations to teach; or have our students move around the Academy site for classes and take responsibility for good hygiene practice. We want our staff to be safe and feel safe.	
4.2.6	(KOn) Further discussions were held on how to deliver a broad and balanced curriculum with our Specialist Subjects and how will we open/operate the canteen (it's an incredibly old building). We are hoping to announce our plans to staff on Monday 13.07.20 and then to the students and families. We have been very keen throughout lockdown to give only one communication to people, therefore at times we have waited before giving an update.	
4.3	Would it be advisable for Councillors to be added to distribution lists?	
4.3.1	(KOn) We've sent the Weekly Newsletter out to Councillors and can continue to do this but also add in the email communications we send to the families.	
4.3.2	(DOn) We should agree to keep abreast of the information rather than add to KOn's workload.	

	ACTION: Should Councillors have any questions about Wider Opening Plans once the detail has been shared, Councillors should refer questions to the Chair who will then consult with KOn.	All Councillors
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4.4	DOn, is there anything you wanted to mention regarding an update for All Through plans?	
4.4.1	(KOn) We had an Academy Review Meeting today (ARM) and have put plans in place for 2020/21. These plans include how to implement an All Through Academy, core values, common & key language. We have facilitated our Primary & Secondary colleagues to communicate with each other.	
4.4.2	(GR) We have been working on the curriculum since January and bringing back the joy of teaching and learning. Students are more than a number; we are equipping them with tools and knowledge for further education or the world of work. We have a broad curriculum and I have enjoyed working with SF and building a crossover of subjects.	
4.4.3	(GR) We expect the curriculum document to be signed off on 14.07.20, with the document to be referenced on how to speak to staff and students and for the document to be a Quality assurance tool. Each subject area has a separate document which is underpinned by the overarching Quality of Curriculum document. ACTION: GR to share an exemplar of a subject specific Curriculum statement with LP for sharing on Teams.	GR
4.5	What would the Academy Council quality assure? Do we need help to do this?	
4.5.1	(GR) The document will give you examples of what you should see and hear in the class to enable quality assurance during learning walks or link visits. In draft form the Academy Council could help with any specific thoughts – mid leaders are taking the lead on this, they know the document very well. ACTION: First agenda item for Curriculum sub-group when it meets next academic year – Review in more detail the Quality of Education document and associated documents.	DOn
4.5.2	(DOn) Thank you to KOn and all the KOA staff – I visited the Academy site last week and was very inspired by the students and staff. Also in the Acorn, there was a very positive atmosphere. Staff were clearly enjoying working with the children. There is great confidence that quality things are taking place at KOA during this time.	
	Following this discussion, the Council moved to Section 6	
5.	Quality of Education including curriculum developments	
	Covered under discussion around wider opening and planning for 20/21. See above.	
6.	Achievement and Standards	
6.1	(KOn) There is a long and robust system in place for Centre Assessed Grades. We uploaded a huge amount of data and ensured it was correct.	
6.1.1	(RCO) There is further detail in the report, but we are very pleased with the projected outcomes.	
6.1.2	(KOn) Nationally, the Centre Assessed Grades (CAG) has reported that the grades are inflated. We may see an increase in SAR (Subject Access Requests) in September as students may ask for the information provided for CAG and what information was given to provide the grades received.	
6.1.3	(DN) Nationally it seems the inflation is approximately ½ grade.	
6.2	How confident are you that the grades submitted will be accepted?	
6.2.1	(DN) Nationally we expect a reduction in the grades.	
6.3	How much will this affect KOA?	
6.3.1	(KOn) The systems that we have in place are robust and fair.	

6.3.2	(RCo) We asked our middle leaders to assess the grades of students on their best day. This Yr11 cohort were prior higher attainers. Our fear is that OFQUAL won't see that the results we have submitted are a result of the process and the journey that we are on at KOA. Our Mock exam results were very good. It is very disappointing that the students were unable to sit the actual exams.	
6.3.3	(DN) It is very likely that grades will fall in some areas. Ofqual is likely to reduce grades to put them more in-line with the 2019 outcomes. KOA data was in-line with inflation of other Trust schools and a little under that seen in a sample of national data. Inflation is built into the process, the national level of inflation is around ½ grade per subject - so it is very likely that they will address this through moderation. There is some hope in the sector that OFQUAL will leave the level 4 grades and alter some of the higher grades. Important to see the grades this year are about the destination of students and not around the cohort performance - there are no national league tables this year. It was noted that a possible moderation of grades to move them in line with previous performance could be detrimental to KOA students as it would not reflect the improvements that have been seen this year.	
6.4	Where are we with the current Yr10?	
6.4.1	(KOn) This intake have had challenges. 41 of the cohort went to Digitech Studio school at the start of Yr10, and we have a significant minority that suffer with Mental Health issues and outside influences. Our key focus will be on them in September.	
6.4.2	(DN) The Year 10 cohort are likely to face an almost full set of exams - based on the recent OFQUAL consultation. This consultation is taking very little out of the specs to compensate for the gap caused by the Pandemic. The government are seeking to return to exams as close to normal as possible.	

	Behaviour and Exclusions	
6.5	(KOn) The pandemic has raised questions of how we reintegrate learners back on to site. We need to promote positive behaviours and learning. We will have a child centred approach rather than RTL (Ready to Learn). We will begin working as an all through academy with similar language used in all classrooms.	
6.5.1	(SF) Last year in the Acorn, we introduced the GEM project (different Gems relate to different behaviours) ie, Diamond Power (Being responsible/able to identify a problem); Ruby Power (Supporting others); Opal Power (Keeping safe during this time). We have begun using this to see how it will work across both phases. It has made us think of how we can implement them now, and how to use them in the secondary phase.	
6.5.2	(DON) I saw this in action during my visit.	
6.5.3	(KOn) Already some teachers in the secondary phase are using this language in their classes.	
7.	Safeguarding	
7.1	How will the Free School Meals provision work/continue throughout the summer holidays?	
7.1.1	(KOn) We will have a plan in place by 10.07.20 with families either receiving a one-off voucher for the full amount, or split in to smaller amounts to receive fortnightly.	
7.1.2	(AR) There was a concern that the vouchers may be spent on alcohol, however we have confirmed that the vouchers are unable to be used to purchase alcohol.	
7.2	How do families get the vouchers?	
7.2.1	(KOn) The vouchers are sent via email or a physical voucher is sent or can be collected. Our Ops Manager, Cate Gillman works all year round.	
7.2.2	(KOn) The Academy Council should keep a focus on our disadvantaged students as the gap between advantaged and disadvantaged could be very wide.	
7.2.3	(DN) CLF have a 3yr strategy and ask that this strategy is included in the academy improvement plans for next year.	
7.3	The Council have received a letter from Julie Felski (Head of House) regarding our Young Carers. Julie would like the support of the AC for the Young Carers we have at KOA.	
7.3.1	(KOn) It would be useful to add the Young Carers to the agenda of one our sub-groups. This should be on the radar of our Link Councillor for disadvantaged students. It should also be noted that KOA is a Young Carers Flagship school ☺ ACTION: Young Carers to be an agenda item for first meeting of Vulnerable Groups Sub-group in 20/21	DOn/NR
7.4	Thank you to AR for the termly safeguarding report.	
7.4.1	(AR) The whole Safeguarding Team have done an amazing job. Every member of the team has gone over and above and have overcome challenges along the way.	
7.4.2	(SS) I joined a Zoom call yesterday regarding the Governance of CLF during the pandemic; as Safeguarding Councillor, I have kept in contact with AR via email, but I have been conscious of not adding to her workload. The report is very good, and I do have every confidence in the safeguarding team.	
8.	Finance, Health & Safety and Estates	

8.1	(GP) I met with Cate Gillman (Ops Manager) on 17.06.20 (report on Teams) and looked through the CLF and Union guidance for Health & Safety. The only thing I could make a suggestion for was that the hand sanitisers in reception were not clearly signposted! The Health & Safety implemented by CLF is very good; and was tested out by an unannounced visit by Steve Taylor (CEO)	
	Risk Assessments	
8.2	(KOn) We will continue working with the CLF Central Team regarding our wider opening; Owen Dukes has been great with information and communication.	
9.	Staffing & Wellbeing	
9.1	How are you doing? (to KOn)	
9.1.1	(KOn) I'm doing well, it's been a year that I didn't expect; I've been very well supported by DN and the Executive Team.	
9.2	What is the general wellbeing of staff?	
9.2.1	(JT) KOn has done a fantastic job. The team don't always get a chance to say thank you.	
9.2.2	(LJ) I've struggled with working from home as I have been shielding, but I have felt very supported; I've had regular meetings, weekly phone calls, and meetings with my line manager. I also met KOn whilst out for a walk, she immediately asked how I was.	
9.2.3	(DOn) That's very good to hear.	
9.2.4	(SF) The pace of change has been hard, but the support has been great. The staff are happy to be back. I've felt very supported by JT, KOn and the rest of the team.	
9.2.5	(AR) Many staff are getting to work with other staff members that they wouldn't usually. There is a real buzz about that.	
9.3	(DN) There is an advert being placed in the Autumn term for the position of Principal at KOA. It hasn't been a priority to advertise this during the pandemic. The plan is to appoint the successful candidate in January.	
9.3.1	(KOn) Some of the SLT are moving on from KOA, but remaining with the CLF.	
9.3.2	Gemma Read will take a secondment at JCA (John Cabot Academy) as Snr Assistant Principal. We will be sad to see you go, and thank you for all you have done for KOA	
9.3.3	Rich Cormack is also leaving KOA to join JCA as Assistant Principal – Again, thank you Rich for your contribution to KOA.	
9.3.4	We are advertising for a full time Vice Principal.	
9.3.5	Andrew Marshall-Hearn will join us as an Assistant Principal. Andrew joins CLF from Merchants Academy.	
9.3.6	Jo Thorn will continue as Assistant Principal/Primary Phase Lead.	
9.3.7	Becky Sealen will join KOA from JCA as an Assistant Principal.	
9.3.8	Sarah Franklin continues as Associate Assistant Principal.	
9.3.9	(KOn) Within the SLT we will have 5 Raising Attainment Leads and 4 Behaviour Leads. To the staff moving on to new opportunities, thank you.	
9.3.10	(DOn) Thank you to both Gemma and Richard from the Academy Council.	
9.4	What does being a Raising Attainment Lead entail?	
9.4.1	(KOn) Each RA Lead will have a focus on each year group (7-11). They will work closely with the Heads of House and mid leaders on how to optimise learning in the classroom. We previously had a heavy focus on Yr11; this approach ensures that no year group is left unattended.	

9.4.2	(JT) We have a similar set up in Acorn. We have our Raising attainment leads set up in Phases (EYFS, KS1 and KS2) with strong middle leaders. Meetings in the Primary phases need to be more forensic. The same colleagues also have a curriculum focus. The middle leaders need to work closer with the department heads in the Secondary phase.	
9.4	All vacant positions at KOA have been filled aside from the Vice Principal position. Josh Bebe recently secured the position as Head of Science; we are actively looking for 2 nd in command.	
10.	Policies that require review	
10.1	The revised Exclusions Policy was noted. The Behaviour policy addendum was noted. ACTION: Revised Behaviour Policy to be published on the website.	KOn
10.2	Due to the focus on reopening, the other policies due for approval have not been fully checked. These policies will be sent to the AC for draft approval and feedback at the beginning of September.	
11.	Student Voice/Student Advocate	
	N/A	
12.	Governance	
12.1	We will shortly advertise for an additional Parent Councillor.	
12.2	There are 2 training modules on Nimble that Councillors are required to complete – Safeguarding and Health and Safety. Please ensure these are completed ASAP. ACTION: LP to check that the correct modules are ready to access and send Councillors the appropriate links so that they can access and complete the units.	
12.3	We will launch the sub committees in Autumn 20 (dates will be set once the Calendar for AC meetings has been published) – the committees will be Pastoral, Curriculum and Vulnerable Groups. DOn reminded everyone of the proposed membership of each group. Link roles will be reviewed by DOn/KOn as it may be appropriate to have different roles that fit key areas of focus for 20/21.	
13.	Equality & Diversity	
13.1	(KOn) KOA typically serves a White British community. We have looked at our unconscious bias and have begun educating ourselves – reading, discussing with others and looking back at previous decisions. We are looking at the demographic we serve and looking at how we can implement the necessary changes in to the curriculum. We have begun this with the type of books we have in the 2 phases and have already seen this implemented with writing with some of our Yr10 students.	
14.	Matters for the attention of the Board/COAC	
15.	Any Other Business	
15.1	(DOn) This is the last meeting of the academic year; thank you to all staff for all of the work you have done and your perseverance this year. I hope you all have a restful summer.	
15.1.1	(KOn) It would be great if Councillors could email their teaching link to extend thanks.	
15.1.2	(DOn) Thank you to all – we will keep you updated on meetings for next year. If you do have any key questions for next year, please direct them to me to enable me to liaise with KOn during the Chair/Principal 121.	

Meeting closed at 19:07

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
16 Dec 2019	5.15.1	Focus on PP Acorn children at next visit by link Councillor.	NR	Open
27 April 2020	5.4.4	Yr10 should be our focus at the next meeting in Term 6. 6/07/20: Defer to September meeting	KOn/DOn	Open
06 July 20	4.3.2	Councillors to refer questions on Wider Opening Plans to DOn who will then consult with KOn.	All	Open
06 July 2020	4.4.3	GR to share an exemplar of a subject specific Curriculum statement with LP for sharing on Teams.	GR	Open
06 July 2020	4.5.1	First agenda item for Curriculum sub-group when it meets next academic year – Review in more detail the Quality of Education document and associated documents.	DOn	Open
06 July 2020	7.3.1	Young Carers to be an agenda item for first meeting of Vulnerable Groups Sub-group in 20/21	DOn/Nr	Open
06 July 2020	10.1	Revised Behaviour Policy to be published on the website.	KOn	Open
06 July 2020	12.2	LP to check that the correct training modules are ready to access and send Councillors the appropriate links so that they can access and complete the units.	LP/All Councillors	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				✓	✓	✓	✓		