

Academy Council Meeting  
Tuesday 6<sup>th</sup> July April 2021 – 17:00

AC Members		Attended	Apologies
Diane Owen	Sponsor 1 (Chair)	✓	
Gary Pine	Sponsor 2	✓	
Sonia Tibbatts	Sponsor 3	✓	
Nicola Read	Sponsor 4	✓	
Liz Gregory	Sponsor 5		Apologies Accepted
Adele Rice	Student Advocate	✓	
Katherine Ogden	Principal	✓	
Wayne Baker	Parent Councillor		Apologies Accepted
VACANCY	Parent Councillor	✓	
Sarah Franklin	Staff Councillor (Primary)	✓	
Lucy Jacobson	Staff Councillor (Secondary)	✓	
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	✓	
Andrew Marshall-Aherne	Assistant Principal	✓	
Hannah Pearch	Head of Yr10	✓	

1.	Introduction, Administration & Apologies	Action
1.1	Apologies from Liz Gregory & Wayne Baker - Accepted	
2.	Declarations of Interest	
2.1	None to declare	
3.	Minutes of Previous Meeting	
3.1	The minutes from the previous meeting – 28.04.21 were confirmed as a true record and actions from this meeting have been updated and are listed at the end of the document.	
4.	Matters Arising	
4.1	Several actions were closed or updated.	
	Academy Council Report	
5.	Quality of Education including curriculum developments	
5.1	<del>(KOn) A presentation was given providing an update on progress towards the launch of the full All Through Academy in September.</del> (KOn) Thank you to the Academy Council – It's been a very important year for the school where many challenging decisions had to be made and I thank you for your candour and support.	
5.1.1	(KOn) KOA will turn 100yrs old this year and that will coincide with our 10yr anniversary as an Academy with CLF. In September we will be an all-through academy with a Lower, Middle & Upper School. This has meant updates to the Academy Leadership Structure and many changes to the Middle Leaders.	
5.1.2	(KOn) Jtn has been seconded to SENCo for T1 & T2 therefore Sarah Franklin (Assistant Principal) will be Interim Head of Lower School, YR-Yr4.	
5.1.3	(DON) Congratulations to Sarah.	
5.1.4	(KOn) Jtn has already begun making connections – SEND & Vulnerable students are our priority next year.	
5.2	(KOn) We held an Inset day on 25.06.21 for the current and all new staff to go through the All-through agenda. By 2023 we want KOA to be the All-through school of choice for Kingswood <u>with a focus on:</u> <ul style="list-style-type: none"> <li>Teaching</li> <li>Community</li> <li>Culture</li> </ul> The day discussed how we will work as an All-through, <del>aligned the curriculum, policies, HR, assessments, student voice and data.</del>	
5.2.1	(KOn) We have developed a Lower, Middle & Upper school. <del>There are frameworks for teaching and learning, rewards and recognition and we looked at how these would be applied, and aligned frameworks and how to apply</del> to each school setting. We have a Budget as an All-through <del>Academy, Academy;</del> however, each school has been set it's own budget for enrichment and interventions etc, and there will be some nuanced systems.	

5.2.3	(KOn) Each staff member <u>is assigned to <del>a each</del> school (Lower, Middle <u>or</u> Upper) and this will be their Community of Practice, <u>They will also belong to a subject specific group</u> <del>is assigned to a Subject committee or a specific subject is they are based in the lower school, along with a community of practice and 2 professional working groups.</del></u>	
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5.2.4	<p>The teaching staff have the following CPD meeting timetable each week:</p> <p><i>Monday</i></p> <ul style="list-style-type: none"> <li>Community night</li> <li>Subject Leader meeting</li> <li>Attending or running an extracurricular activity</li> </ul> <p><i>Tuesday</i></p> <ul style="list-style-type: none"> <li>SLT Meeting</li> </ul> <p><i>Wednesday</i></p> <ul style="list-style-type: none"> <li>Weekly CPD</li> <li>Weekly Year Team meeting</li> </ul> <p>No extracurricular activities will take place on a Wednesday. We will prioritise improving pedagogy and meeting the needs of students and their families.</p>	
5.3	<b>Wednesday evening is very full, how will you ensure that there are no meeting overlaps?</b>	
5.3.1	(KOn) The meetings have a hard finish at the set time. We believe that hosting the meetings weekly, little & often will ensure this.	
5.4	<p>(KOn) We have decided to remove the 'Houses' at KOA and proceed without this model. Any competitions will be inter-tutor and tied in with behaviour. We will have a tutor based 'Crew' with a student parliament in each school and 1 student from <del>each the</del> <u>parliament will school to</u> represent KOA at the CLF Big Parliament. KOA will also select 1 Charity for the year.</p> <p><u>(DOn) It would be good to have some AC involvement with the pupil Parliament as a means of securing pupil voice.</u></p> <p><u>Action: A Councillor to attend a future Parliament meeting, possibly in February. -It would be great to have a Link Councillor for the Parliament to help link the all-through voice.</u></p> <p><b>17:27 Sarah Franklin joined the meeting</b></p> <p><b>Eco School</b></p>	ALL
5.5	<p>(SFN) We have signed KOA up to be an ECO school. It promotes involvement and action for our students to be involved to help change the way we live, and we aim to be awarded the Bronze Award by the end of T6. This has already <u>been</u> launched to our students, some of whom have joined the committee with meetings already taken place. <del>Students</del><u>Students' initial chosen priorities were want</u>-less litter and waste. It would be great to have Councillors involved if possible.</p> <p><u>Action: SFN to advise the Academy Council when the committee meetings are taking place.</u></p>	ALL
5.6	(KOn) We will begin phasing out the Acorn name as it will be known as the Lower school. <u>Reception will be known as The Acorn.</u>	
5.6.1	<p>(KOn) There are some changes to the Middle school:</p> <p>Yrs5 &amp; 6 will remain on the lower school site for core lessons but will use the Upper school site for specialist lessons. Yrs7 &amp; 8 will mainly be located in the B &amp; C Block which is currently being redecorated.</p>	
5.6.2	(KOn) All Upper school classes will take place in subject specialist classes.	
5.6.3	(KOn) Some demolition is taking place on site during the Summer break to make way for the new canteen (completion for the canteen is expected in April 2022).	

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5.7	<p>(KOn) The new uniform changes have been confirmed with all years opting for a polo shirt.</p> <ul style="list-style-type: none"> <li>• Polo Shirt <ul style="list-style-type: none"> <li>○ Lower School – Green</li> <li>○ Middle School – Light Blue</li> <li>○ Upper School – Royal Blue</li> </ul> </li> <li>• KOA Sweatshirt</li> <li>• Grey Trousers/Tailored shorts/Grey Skirts (but not the current Tube skirts).</li> </ul> <p>The new uniform will be implemented in September 2022 with the Yr11 students able to continue wearing the current uniform until they leave. KOA will provide the incoming Yr7 in 2021 with a KOA Tie.</p>	
5.7.1	<p>(DOn) It is testament to you and your team – Congratulations to all for your hard work and effort that you are all putting in <u>to establish these changes</u>.</p> <p><b>17:45 JTn joined the meeting</b></p>	
5.7.2	<p>(NR) It is nice to see the changes being implemented.</p>	
5.7.2	<p>(KOn) It has been very hard work from the team to implement the vision.</p> <p><b>17:48 DN &amp; SW joined the meeting</b></p>	
5.8	<p>(KOn) We have also recently partnered with a school Trust in London – <u>the Reach Foundation. A session at the recent CLF was presented by staff from this foundation.</u></p> <p><b>ACTION: – KOn to send the link to the conference session to LP to share with the Academy Council</b></p>	KOn
5.9	<p>(KOn) The transition evening was interesting as we shared our vision with our incoming parents which was largely well received. The main concern from parents was that their child received a good educational experience now and not in 5yrs. We will see in October how our parents feel then.</p>	
5.10	<p><b>Will you conduct a Parents Voice survey in October?</b></p>	
5.10.11	<p>Yes.</p>	
5.10.12	<p>(JTn) I've begun positive conversations with Y5 parent body and it is feeling like we are certainly now a viable choice for many of our families</p>	
6.	<p><b>Achievement &amp; Standards</b></p>	
6.1	<p><u>It was noted that data sets are not yet available.</u></p> <p><b>Lower school update from Jo Thorn</b></p> <p>(JTn) Yr5 results are still being moderated but with the impact of the pandemic a dip in the writing data is apparent. There are gaps in speech &amp; language skills, although this is likely national. Yr5 maintained their learning, they are highly independent and motivated, they are a bright spot. There continues to be a disadvantage gap and a writing gap across the lower school.</p> <p><b>17:56 – Hannah Pearch (Head of Yr10) joined the meeting</b></p> <p><b>Lower school update from Jo Thorn</b></p>	
6.2	<p><b>Are these gaps the same nationally?</b></p>	

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6.2.1	(JTn) Yes – we measured against what we would normally expect. It's a transparent process so we can see exactly where our children are.	
6.2.2	(ST) I home-schooled my Grandson for 1 week and the online provision from the lower school was very, very good. Good Learning and Great Lessons.	
6.2.3	(JTn) It is a seamless transition for teachers now to <del>be the</del> blended learning.	
<b>6.3</b>	<b>Have we learned lessons about how we can support children who are not attending?</b>	
6.3.1	(JTn) Yes, it does depend <del>s</del> on the reason for the absence but we are able to support.	
	<b><i>Middle school update from Simon White</i></b>	
6.4	(SW) There is concern in Yr9 due to bubble closures and missed assessments. We have moved our Yr11 RAG status from RED to AMBER as the TAG assessments were warmer than expected.	
	<b><i>Yr10 update from Hannah Pearch, Head of Yr10 (Hannah will become Head of Yr11 in September)</i></b>	
6.5	(HP) Yr10 are on a mission to get the best GCSEs ever. There are 135 students who are passionate, positive and dedicated with a wide range of these students getting rewarded for academia.	
6.5.1	(HP) Yr10 has a large number of HAP students.	
6.5.2	(HP) We have completed careers interviews with over 50% of the students. We have positive links with home and parents are dedicated. Yr10 has comprehensive tutor time, and incredible exams officer, although there is a disadvantage gap for home learning.	
6.5.3	(HP) Some subjects have suffered with staff absence however we have a fully staffed English department from September and Exam Access arrangements are already being confirmed. Tutor groups are being reassigned due to the new Lower/Middle/Upper school arrangements. Teachers are able to teach more than 1 Yr11 group and all Yr11 classes from September are full staffed. There is positive progress for 2022.	
6.5.4	(HP) For next year we would like to have <del>oremore</del> personalised BTEC courses, improve home communication, focus on period 6 lessons (revision) and schedule x2 parents evenings.	
<b>6.6</b>	<b>What has been done differently with this Yr10?</b>	
6.6.1	(HP) This group have had horizontal tutor groups instead of vertical. The staff are also a tight <del>k</del> nit team, the students are a nice bunch of students who want to do well and we have been able to be consistent with them.	
6.6.2	Your enthusiasm for them shines through. <del>-ACTION:</del> HP to be invited to <del>the next</del> <u>Curriculumfuture Curriculum</u> sub-committee <u>for a further update</u>	LP/DON
6.6.3	(NR) I have a child in Yr10 that has suffered in English, but her BTEC sport teacher has made a real effort. My child has a great relationship with him. He picks a student each lesson to give feedback <del>about</del> , positive and negative.	
	<b><i>Attendance</i></b>	
<b>6.7</b>	<b>How do the Bubble closures impact on attendance?</b>	
6.7.1	(KOn) We report 2 codes – the X Code is for students who are absent due to Covid	

	<b>Teaching &amp; Learning</b>	
6.8	<p>(KOn) There is a new group looking at the Teaching &amp; Learning framework which will become more personalised for the Lower, Middle &amp; Upper schools.</p> <ul style="list-style-type: none"> <li>• Make Learning Unmissable <ul style="list-style-type: none"> <li>○ Should not be missed</li> <li>○ Could not be missed</li> </ul> </li> </ul> <p>Meet the needs strategy especially for our vulnerable students. The Heads of each school has a focus</p> <ul style="list-style-type: none"> <li>• Lower School – Lesson planning</li> <li>• Middle School – <del>Oracy</del>Oracy</li> <li>• Upper School – Routines and good learning habits</li> </ul>	
	<b>Behaviour</b>	
6.9	(AMH) We have changed behaviour to rewards and recognition, it's more positive and is designed for stronger emphasis on rewards. It's important we Connect before we Correct. Expectations needed to be reinstalled after lockdown.	
6.9.1	(AMH) Recognition, & Consequence framework. Attended the South Glos reducing exclusions course which is framed around relationships with students and a trauma informed approach. We have a staggered approach to sanction and recognition with more emphasis on ACE (Adverse Child Experiences) and a <del>3-stage</del> 3-stage approach to sanctions and <u>an</u> intrinsic and extrinsic approach.	
6.9.2	(AMH) We are clear on roles & responsibilities <del>for from</del> Tutor, Head of Year, Head of School, Principal. Tutor is the main point of contact for students and families.	
<b>6.10</b>	<b>What about Thrive, will that still be used?</b>	
6.10.1	(AMH) Yes, Thrive is most definitely still in use, Thrive is the main source of help and will become a bigger part of what we do already.	
<b>6.11</b>	<b>Does the Behaviour Policy <u>need to change</u>?</b>	
6.11.1	(AMH) No, it remains the same.	
6.12	<p>(DOn) The Disadvantage, PP &amp; Covid reports are all within the Academy Council report. The disadvantage gap remains, and our <u>Vulnerable Subgroup will continue to</u> focus <u>on these areas next year</u><del>will bein vulnerable groups from September</del>.</p> <p>(KOn) Some of the Covid catchup funding has not been spent due to further lockdowns but this has been rolled over the next academic year.</p>	
6.13	(JTn) <u>Some plans linked to disadvantage have been affected by recent COVID cases</u> . We <del>are</del> hopeful of Yr5 being able to go on camp next week. We have just hosted Yr4 with an onsite camp. Further trips within the school have been rescheduled. It's been very challenging but we continue to work hard to support our vulnerable families.	

<b>7.</b>	<b>Safeguarding</b>	
7.1	(Don) There is detail in the Safeguarding report re: Mental Health, Counselling and Peer on peer abuse	
7.1.1	(AR) 160 students responded to the survey regarding <del>peer-on-peer</del> peer-on-peer abuse and sexism in school. We did a whole school assessment with the primary results to be shared shortly. We met with each year groups and <u>discussed</u> where the students felt there were some unsafe hotspots around the academy.	
<b>7.2</b>	<b>Were there any surprises?</b>	
7.2.1	No – The Secondary school culture needs a shift as students don't report it as it's a daily occurrence	
<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
8.1	Significant investment for the new school canteen	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
9.1	(KOn) It's been an extraordinary year and the Council should continue to be mindful of this when performing link visits. <u>We are asking staff to work and think in different ways and this is challenging, its been a very difficult way of working and thinking for staff.</u> It's stressful for staff when Bubbles close and if their own children are off school.	
9.1.1	(KOn) Thank you to all staff who have worked under really challenging conditions through the pandemic and the change to an all-through academy.	
9.1.2	(DON) Please express thanks from the Academy Council.	
<b>10.</b>	<b>Policies</b>	
10.1	<ul style="list-style-type: none"> <li>KOA Centre Policy TAGS 2021 (CLF policy)</li> <li>KOA Conflicts of Interest Policy 2021, KOA Malpractice Policy</li> </ul> Both policies noted	
<b>11.</b>	<b>Student Voice</b>	
<b>12.</b>	<b>Governance</b>	
12.1	<ul style="list-style-type: none"> <li>A new Parent Councillor will join us from September.</li> <li>Sarah Franklin is stepping down as Staff Councillor – We will advertise this vacancy in September – Thank you to Sarah for your time and support as staff councillor, and good luck in your new role as Interim Head of the Lower School in September</li> <li>LA Councillor vacancy <u>still to fill.</u></li> <li><del>DO not speak with COAC for possible further Sponsor Councillor vacancies due to all through.</del></li> <li>All new meeting dates have been confirmed and invites sent. The sub-committee meetings will be confirmed shortly.</li> </ul>	
<b>13.</b>	<b>EDI</b>	
13.1	Partway through the 5 targets and currently working with SARI – Review in September with the Vulnerable Sub-committee	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
14.1	The trail tracker was reviewed and updated.	



15.	Any Other Business	
15.1	Thanks to all for continued help and support.	
15.1	First meeting in September is online, Wednesday 22 September 5pm.	

**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> <b>Update: 06.07.21 – GP to arrange meeting with Jtn &amp; Kingswood RFC Chairman</b>	GP/Jtn	Open
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	Closed
08 Feb 2021	8.2.1	Show the qualitative outcomes of the Covid catch up funding in T6	KOn	Closed
08 Feb 2021	13.1	EDI update in T6 with EDI targets	KOn	Closed
28 April 2021	12.1	Kate Avent to liaise with Councillors to organise whole school visits in Term 6.	KOn/KA	Closed
06 July 2021	5.4	<del>Link Councillor required for to attend</del> KOA Parliament <u>in February to link to observe</u> the all-through <u>pupil</u> voice	ALL	Open
06 July 2021	5.5	Councillors <u>welcome to attend</u> <del>required for</del> ECO school committees – SFN to advise when committee meetings are taking place.	ALL	Open
06 July 2021	5.8	KOn to share the link for the <u>Conference session by the Reach Foundation London school trust</u> that are partnered with KOA	KOn	Open
06 July 2021	6.6.2	Hannah Peach to be invited to <del>the next</del> <u>Curriculum future Curriculum</u> sub-committee	LP/DOn	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	<u>V - June</u>
Disadvantaged (PP)			Vulnerable sub-group 2/12/20		V - March	<u>V - June</u>
SEND			Vulnerable sub-group 2/12/20		V - March	<u>V - June</u>
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	<u>P - June</u>
Safeguarding			Pastoral subgroup 2/12/20			
Staff & student wellbeing						
Health & Safety						

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