

Academy Council Meeting  
Monday 8<sup>th</sup> February 2021 – 17:00

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Diane Owen	Sponsor 1 ( <b>Chair</b> )	✓	
Gary Pine	Sponsor 2	✓	
Sonia Tibbatts	Sponsor 3		
David Tibbetts	Sponsor 4		<b>Apologies accepted</b>
Liz Gregory	Sponsor 5	✓	<b>Apology for late arrival noted</b>
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)	✓	
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		<b>Apologies Accepted</b>

<b>1.</b>	<b>Introduction, Administration &amp; Apologies</b>	<b>Action</b>
1.1	Apologies from David Tibbetts, unable to attend due to work commitments. Becki Thielan is unable to attend due to a family matter.	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	None to declare	
<b>3.</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes from the previous meeting – 02.12.20 were confirmed as a true record. Actions from the last full meeting in October 2020 and the Plenary actions from December 2020 have been updated and are listed at the end of the document.	
<b>4.</b>	<b>Matters Arising</b>	
4.1	Several actions were closed. Gary Pine has an open dialogue with the Chairman of Kingswood RFC regarding a community relationship between KRFC and KOA. Further progress will be made when current lockdown restrictions are lifted.	
	<b>Academy Council Report</b>	
<b>5.</b>	<b>Quality of Education including curriculum developments</b>	
<b>5.1</b>	<b>Is there an update on providing devices to students that require them to access the online work and lessons?</b>	
5.1.1	(KOn) The CLF Central Team have worked very well with local businesses who have provided devices. We are now in a position to begin looking at providing a second device to families that have more than one child requiring access to our online provision. We are part of a scheme called Business2schools.	
5.1.2	(JTn) We have been able to provide all vulnerable families with devices	
5.2	The offering and taster sessions for the Yr9 student options looks as though it is going very well.	
<b>5.3</b>	<b>Is there any individual guidance given to students for their options?</b>	
5.3.1	(KOn) We usually meet with the students individually and ensure that families are updated.	
5.3.2	(LJ) Tutors are involved in this process, providing guidance to our students.	
<b>5.4</b>	<b>What reason would you not run a course?</b>	
5.4.1	(KOn) Triple Science and Religious Studies are at risk. There has been significant teacher absence from RS and this may dissuade students from signing up.	
<b>5.5</b>	<b>If Triple Science is not offered, how would this affect Post16 and Further Education options?</b>	
5.5.1	(KOn) No final decisions have been made, and the decisions would not be part of a long-term plan.	
5.5.2	(SW) We are passionate about Triple Science, and would like to offer it, but to be able to offer this course, it has a knock-on effect with Combined Science and being able to assign students to sets. Triple Science is not a necessity for this students who wish to study Science at P16 or further education.	
<b>5.6</b>	<b>Can we clarify that any students wanting to study physics at Post-16 are able to?</b>	
5.6.1	(SW) It is not necessary to study Triple Science to progress in Science in P16.	
<b>5.7</b>	<b>Business is a subject that students have been performing well in. I can't see this in the options available?</b>	

5.7.1	This is offered as a BTEC course – identified as Enterprise on table.	
<b>6.</b>	<b>Achievement &amp; Standards</b>	
	Attendance	
6.1	(SW) We are currently averaging around 75% of online attendance. We are looking at ways to increase this. There is a small PP gap for online attendance, but we are also focused on raising the quality of work submitted online.	
6.1.1	(SF) We are tracking engagement and attendance and see that it fluctuates between year groups. Yr3 currently have between 70-80% attendance.	
6.1.2	(SF) We are speaking with families to keep children engaged in different ways and providing paper packs where required.	
<b>6.2</b>	<b>The attendance figure in the Acorn seems lower than other CLF Primaries</b>	
6.2.1	(KOn) We have kept to 15 students within each bubble and have a small number of children on waiting lists. We will possibly increase the number of students per bubble, but will make a decision after half term taking into account safety of the site. We do have a very strong provision both in school and online.	
<b>6.3</b>	<b>What effect did the government announcement regarding ‘no exams’ have on student attendance in Y11 and how have you communicated to the affected students that they are still required to attend lessons and submit work?</b>	
6.3.1	(KOn) We are committed to ensuring that each student gets their desired outcome. We wrote to families last week to outline what we know about the grading process (as it is different to last year).	
6.3.2	(KOn) After half term, Mock exams will be held online although no grades will be awarded. The grades for this year will be taken from work done, rather than predictions like in 2020.	
6.3.3	(KOn) During Term 2, Yr11 had several positive Covid cases which is reflected in the X codes.	
	<b>Student Outcomes &amp; Predictions</b>	
<b>6.4</b>	<b>What is different this year for the predictions?</b>	
6.4.1	(DN) In 2018/19 we used predicted grades and mock exams to see gaps in learning and external exams were held and were externally marked. In 2019/20 the academic year was relatively normal until March 2020, and schools were asked to find the most fair and reasonable grade that the student <i>could</i> have achieved. Nationally, students ended up approximately ½ grade higher (within is CLF it was approximately 1/3 grade higher).	
6.4.2	(DN) The OFQUAL consultation this academic year (2020/21) is that the grades will be determined by what standard is the student working at and what standard has the student demonstrated so far? The grades will be Teacher assessed grades and may be released in July instead of the normal date in August. Students have been advised that they must continue to work hard and submit good quality work. We continue to wait the final outcome of the OFQUAL Consultation. We are unable to predict grades this year, it is very different.	
6.4.3	(GP) It is encouraging to hear how you are engaging with students to ensure they submit their work.	
6.4.4	(DN) It is hard for the students to demonstrate what standard they are working at as they are not in school. We don't want students to be penalised for missing a large chunk of education. We are not grading individual pieces of work as we are unable to ascertain the level of grade to be awarded in the Summer, equally if a student doesn't perform well in the mock exams, we do not want them to think that this mark would be included in any final grade.	

<b>6.5</b>	<b>The predicted P8 score within the AC report is low. We understand these are exceptional times but how are we doing in performance compared with other CLF academies.</b>													
6.5.1	(DN) The KOA outcomes remain a concern, but, the outcomes from last year were an improvement (the mock exams from last year were supporting this). The cohorts coming through are strong, but the current Yr11 remain heavily focused on outcomes and attainment.													
6.5.2	(KOn) We do have ongoing concerns in Science and English, but do have interventions in place and are supporting colleagues where required. We have implemented Period 6 for extra help for students, but our Yr11 cohort balance has changed as we lost a significant amount of students to Digitech Studio School at the start of Yr10.													
6.5.3	(KOn) We are providing continual support to Yr11 to ensure they have a secure P16 destination. Our P16 team have been very good at supporting our students.													
	<b>18:01 – Liz Gregory joined the meeting.</b>													
<b>6.6</b>	<b>Have KOA had Yr11 Parents Evening?</b>													
6.6.1	(LJ) Yes – Parent Evening went well, there were some eye-opening revelations to parents on student attendance. Parents are anxious during this time, about Covid, and the exam situation, but we were able to provide positive reassurance.													
<b>6.7</b>	<b>Are we able to help provide IT workshops for parents during this time&gt;</b>													
6.7.1	(KOn) We have hosted some for our parents in Acorn which were well attended													
6.7.2	(JTn) Some of our parents have found they have gaps in IT knowledge so we have supported them using Teams, and have hosted sessions on how they can support home learning.													
6.7.3	(SF) The parent workshops have been a great way to engage with the parents; we've used our IT lead to help.													
	<b>Outcomes</b>													
<b>6.8</b>	<p>Reading</p> <table border="0"> <tr> <td>YR</td> <td>72.5%</td> </tr> <tr> <td>Y1</td> <td>76.0%</td> </tr> <tr> <td>Y2</td> <td>73.5%</td> </tr> <tr> <td>Y3</td> <td>72.5%</td> </tr> <tr> <td>Y4</td> <td>71.0%</td> </tr> <tr> <td>Y5</td> <td>92.0%</td> </tr> </table>	YR	72.5%	Y1	76.0%	Y2	73.5%	Y3	72.5%	Y4	71.0%	Y5	92.0%	
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Y5	92.0%													
<b>6.8.1</b>	The team are heavily focused on Reading in Yr5, and have implemented interventions:													
6.8.2	<ul style="list-style-type: none"> <li>• Online reading scheme – Bug Club</li> <li>• Reading daily – onsite</li> <li>• Rewarding reading</li> <li>• Live reading lessons – Vipers</li> <li>• Reading rich curriculum – states of beings &amp; authors</li> </ul>													

	<ul style="list-style-type: none"> <li>• Live phonics lessons – meeting different needs</li> <li>• Assessing on return</li> </ul>	
<b>7.</b>	<b>Safeguarding</b>	
7.1	(LG) I met with AR last week. Thank you to the Team for all of your hard work, there is very positive work from the Safeguarding Team. The level of assessment, tracking and support is immense, and the home and student engagement is very good. The team work incredibly hard to ensure that no child falls through the cracks.	
<b>7.2</b>	<b>There seems to be high level of Police involvement (documented in the report), why is this, it seems unusual?</b>	
7.2.1	(AR) It's not unusual, we now have to include this information the Safeguarding report. Our local beat officers are assisting with Yr9 girls bullying. They have visited the homes of some of these students and met with them in school. We will continue to report any Police involvement, but we have always liaised with them.	
7.2.2	(KOn) We've always collaborated and shared information with the Police, but we've not always had to report via the Academy Council.	
7.2.3	(AR) The T3 report is due at the end of this week; it will show that Mental Health & Wellbeing is very challenging within our students during this third lockdown. We have found it a good opportunity to build relationships with students and families by providing feedback both negative and positive.	
7.2.4	(NR) The contact is great and very helpful for parents. I've received a phone call asking after my daughter who left in the Summer.	
<b>7.3</b>	<b>What will be put in place to help students from a well-being perspective when they return?</b>	
7.3.1	(KOn) We've used some of the catch-up funding to increase the hours of our School Counsellor, and we are using the Thrive technique in both the Upper and Lower school. We are supporting our SEND students, including those, who due to the pandemic, are presenting as SEND with additional intervention and mentoring programmes.	
7.3.2	(AR) There is lots already in place such as Head of House mentoring, telephone mentoring, and signposting to online counselling.	
<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
<b>8.1</b>	<b>What is the investment for the Covid Catch Up plan?</b>	
8.1.1	(KOn) We have received £79K. The original funding was different. <b>ACTION: Ensure the figures within the report are correct, there appears to be a discrepancy.</b>	<b>KOn</b>
<b>8.2</b>	<b>How will we know and measure the impact of the funding?</b>	
8.2.1	(KOn) We will be able to show some qualitative outcomes, and will include this in the T6 report. <b>ACTION: LP to add to the Agenda</b>	<b>LP/KOn</b>
	<b>Health &amp; Safety</b>	
8.3	(GP) I've spent time looking at different ways the different academy trusts, unions and academies had implemented Covid Health & Safety and could only find 1 small recommendation for KOA.	
8.3.2	(KOn) The Armed Forces attended KOA to assess our mass testing procedures and no recommendations. We send our thanks to our Site Teams, Professional Services and the Central Services Team for their help and liaison with mass testing.	
8.3.3	(AR) Our site is safe, secure and everyone is following guidelines and KOA feels a safe place to be.	

8.3.4	(JT) We've had very positive feedback from Acorn staff. The Site team have worked and continue to work incredibly hard. <b>ACTION: DOn to email and thank the site team on behalf of the AC via KOn</b>	
	<b>Estates</b>	
8.4	(KOn) The Canteen is not currently in use, and we are in discussions for a long-term plan. We currently have a rolling plan of updates taking place at KOA with various areas being painted and we are receiving quotes for updating the outdoor space in the Acorn.	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
<b>9.1</b>	<b>How are you KOn and the rest of the team?</b>	
9.1.1	(KOn) The Team across the Academy have been incredible and flexible. The staff are tired; it's never ending for staff and they are constantly juggling priorities. It's my priority to ensure they have an appropriate level of work/life balance.	
9.1.2	(LJ) It's relentless, we are working in so many different ways, and we've never needed a break more (than this half term coming up). KOn is working hard on our behalf to ensure we achieve balance; it's nice to know the SLT are thinking of us.	
9.1.3	(KOn) The staff body is working well together, we have an open door policy. The staff survey was positive.	
9.1.4	(LJ) Staff who wouldn't ordinarily make connections are working really well together.	
<b>9.2</b>	<b>When was the last staff survey?</b>	
9.2.1	(KOn) During T2; the results were not released until academies reached 70% of staff taking part. We had another survey during the last academic year, but the focus was different.	
<b>9.3</b>	<b>Will this current survey be repeated?</b>	
9.3.1	(DN) Yes – It has become an annual survey due to the pandemic, but the academies also survey internally.	
<b>9.4</b>	<b>Were there any surprises from the survey answers?</b>	
9.4.1	(KOn) We need to ensure that our Professional services team feel included and part of the AIP (Academy Improvement Plan)	
<b>10.</b>	<b>Policies</b>	
10.1	(DOn) We've been working on a process between Cate Gillman (Ops Manager) LP and myself to streamline and ensure the policies remain up to date.	
10.2	RShE – Approved Communications – Approved with minor update to Pg7 and the use of email for personal use. <b>Action: DOn to liaise with KOn to finalise Communications Policy</b>	
<b>10.2</b>	<b>What is the number of students withdrawn from the non-compulsory part of learning for RSHE?</b>	
10.2.1	(KOn/SF) Very low number in Upper and Lower school. We would usually host an information evening for parents.	
<b>11.</b>	<b>Student Voice</b>	
11.1	(KOn) We have been collecting feedback from Students. We are trying to implement some tasks away from the screen, and for live lessons to not be prolonged.	

11.1.1	(SW) The feedback has been varied with approximately 60% of students advising they are overwhelmed with the amount of work, although 60% of parents say the workload is just enough. We have tried to be clear with the students that they prioritise their wellbeing.	
11.1.2	(JT) Our Parent feedback rated us 4.6 out of 6, and we have been able to track our SEND provision to ensure this is more personalised. We have been able to understand the homelife for our working primary families and received some very positive parent feedback.	
<b>12.</b>	<b>Governance</b>	
12.1	We still have a vacancy for a LA Councillor – Please let us know if you have someone who may fit the criteria	
12.2	LG will Chair the Pastoral Sub Committee and Sonia will join this Committee.	
12.3	The All through sub group still exists with KOn continuing to look at the all through vision.	
12.4	All Link subject roles are confirmed, please contact your Link lead to check in on wellbeing and lend support via email at the start of T4. <b>ACTION: Please liaise with Kate Avent. <a href="mailto:Kate.avent@clf.uk">Kate.avent@clf.uk</a> (Kate is Assistant to SLT whilst Rose McCarthy is on Maternity Leave) if you need a contact email address. The Link visit documents are available on Teams.</b>	
<b>13.</b>	<b>EDI</b>	
13.1	(KOn) We are already creating a more diverse workforce. The documents were welcomed by Councillors and will support the AC in monitoring EDI in a more focused way. <b>ACTION: EDI update in T6 with EDI targets.</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>	
15.1	(KOn) Thank you to the Academy Council for the great questions, candor and support.	
15.2	The sub committee meetings will have a slightly later start time of 4:15pm – LP to update	
15.3	Thank you to KOn and the rest of the Team.	

**Meeting closed at 19:07**

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	8.2.1	LP to advise of the dates of the next KOA Health & Safety meeting from Cate Gillman and advise GP	LP	Closed
01 Oct 2020	6.8.2	SFn to provide a summary of the student and families' survey regarding access to remote learning. LP to upload to Teams	SFn/LP	Closed
01 Oct 2020	6.12	AMH to provide information on numbers of students at different levels of intervention re behaviour for next AC	AMH	Closed
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	Open
01 Oct 2020	10.1	All Councillors to review policies and email comments, if any, to DOn/LP by Friday 16 <sup>th</sup> October.	ALL	Closed
01 Oct 2010	10.2	KOn to advise LP when the policies have been updated.	KOn	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.	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	Open
08 Feb 2021	10.2	DOn to liaise with KOn to finalise Communications Policy	DOn/KOn	Open
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	Open
08 Feb 2021	13.1	EDI update in T6 with EDI targets	KOn	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			
Disadvantaged (PP)			Vulnerable sub-group 2/12/20			
SEND			Vulnerable sub-group 2/12/20			
AIP Trail 3: Leadership						
Middle leadership						
All-through: vision & governance						
AIP Trail 4: Culture			Pastoral subgroup 2/12/20			
Attendance			Pastoral subgroup 2/12/20			
Safeguarding			Pastoral subgroup 2/12/20			
Staff & student wellbeing						
Health & Safety						