

KING'S OAK ACADEMY

**Academy Council Meeting No 38
Monday 23 April 2018**

Present

Academy Councillors		Sponsor Councillors	
	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Sandra Slocombe	Sponsor Councillor
Tim Anderson	Staff Councillor		Sponsor Councillor
Nicola Read	Parent Councillor		Sponsor Councillor
Sarah Franklin	Staff Councillor	Vacancy	Sponsor Councillor
Dan Nicholls	Executive Principal	Adele Rice	Student Advocate
Andrew Bush	LA		

In attendance

Gemma Read	Vice Principal
Simon Jones	Ass. Principal
Jonathon Mailey	Ass. Principal
Richard Cormack	Ass. Principal
Katherine Ogden	Ass. Principal
Emma Mignaud	Primary Phase Leader
	Business Manager
Hugh Wilson	Clerk

Apologies: R Clutterbuck, G Pine, M Pursey.

Item	Note	Action
	<p>Pre-Meeting Discussion</p> <p>Councillors briefly discussed the Principal's report for the meeting, agreed the areas which they considered required attention and then identified the specific questions arising. Refer to minutes for further details.</p> <p>The SLT members were then invited to join the meeting.</p>	

1	<p>Introduction, Administration and Apologies</p> <ul style="list-style-type: none"> • All were welcomed to the meeting and in particular, to Andrew Bush, LA Academy Councillor, and Sarah Franklin, newly appointed Staff Councillor. Introductions were made. • Councillors expressed their delight with the outcome of the recent Ofsted inspection which rated the school as Good in all categories. Councillors acknowledged that the judgement was as a result of the dedication and hard work of all staff and agreed that the Chair of the AC would write an email to all staff expressing the thanks and appreciation of the AC. • Apologies for non-attendance were received, and accepted, from R Clutterbuck, M Pursey and G Pine. <p>Action: DOn to write an email to all staff expressing the thanks and appreciation of Councillors for their work in support of the school in retaining their “Good” Ofsted rating.</p>	Action 38-1
2	<p>Declarations of Interest: None declared.</p>	
3	<p>Minutes of Previous Meeting: 15 January 2018:</p> <ul style="list-style-type: none"> • Accuracy: No inaccuracies were reported and the minutes were signed as a true record. • Actions: refer to Appendix 1. 	
4	<p>Matters Arising: There were no matters arising from the previous minutes.</p>	
5	<p>Achievement and Standards</p> <p>Student Outcomes 2017:</p> <ul style="list-style-type: none"> • <i>Council report under assessment states that there has been an SLT presence in Physics and Biology class, not Chemistry? Was this a conscious decision or just a result of timetabling and staff availability?</i> <ul style="list-style-type: none"> ○ It is physics and chemistry in which the need is clear (Biology is performing well). This is apparent through the recent mock results as well as from teacher feedback (through line management of science). The following actions are taking place: ○ SLT are in supporting the lessons of physics and chemistry lessons (in particular supporting some girls who are struggling here yet succeeding well in Biology); ○ Support from CLF for physics specialist (in second year of teaching and we want to support his well-being); 	

- Students who have achieved U grades in recent mocks are having their tiering checked (some are sitting a second mock on Foundation papers for example) to ensure we support them in the best way possible. Most may move to the Foundation tier for Chemistry for example whilst remaining on higher for Biology;
- ***Geography – with concerns about both attainment and progress, with 2017 results being above average in Progress 8 and currently below at -0.85. after my visit and seeing the huge amount of effort being put in, has SLT involvement been enough and not too late and with so much of the curriculum being written, could a TA have been of considerable help?***
 - TA support is allocated on a priority basis, in particular they will be assigned to support students who are entitled to TA support due to their ECHP. We are constantly reviewing how best to use the TAs at our disposal given budgetary constraints. TAs will also circulate in a classroom and give support to additional students whenever possible. GRd does drop-ins to Geography, however the Progress 8 score is not expected to change significantly.
- ***It is noted that the Progress 8 measure has dropped since the last report, why?***
 - Boys making insufficient progress in English despite a strong teaching team. A study school is being set up to target specific male students.
 - Bucket 3 subject outcomes are weak, eg Geography, Food Technology, RS (a new specification), Psychology. We are fully aware of what the issues are, there are plans in place, but time is very short in which to make any significant difference.
 - Steps have been taken to ensure students are better equipped to use exam access arrangements more effectively (nothing has been done in the past).
- ***KS1 SATs – what is the process and what are the success thresholds?***
 - SFn outlined the process for Councillors:
 - Students are arranged in small groups (just as in normal classes).
 - Exam mark is not the ultimate mark, teacher assessment is also taken into account.
 - Other factors may also be taken into account in coming to a final assessment, the threshold mark is 100.
- ***What effect will suspending tutor time for the rest of the academic year for the ‘crossover’ group have in relation to the lack of PSHE concentration?***
 - The tutor time has not yet been suspended, we are looking at the structure of the school day and considering how this can be managed more effectively.
 - Where it has been suspended for the crossover group, these students are in Year 11 and have already covered the statutory PSHE curriculum.
- ***Year 9 data – there has been progression in most areas. However, there still seems to be a marked gap for PP boys and some key exceptions in History (HAP, SEND). Are there any specific strategies being used to deal with these issues?***
 - Yes, we have introduced a six-week mentoring scheme for 10 specific individuals, which if successful, could have a marked improvement.
 - Students are also being given greater guidance on option choices to ensure they follow an appropriate pathway.

Attendance:

- ***Rewarding children that have greater than 97% attendance at the Acorn is of course a positive, but I am not sure penalising a child who has been truly ill and therefore not including them on a school trip or tea party is fair?***
 - The figure of 97% makes an allowance for minor illness during the year.
 - If there is a specific illness this will be taken into account.
 - There is no 'hard and fast' rule.
- ***Attendance is still an issue across the school (lots of positive in report). How will this be tackled? Are fines being implemented to those who are continually absent?***
 - Yes, fines are being implemented. For South Glos, this is triggered after 5 days absence. It was noted that the trigger is lower in Bristol and CLF are investigating using a different trigger as 5 days allows parents to take children out for a week.
 - Input from the CLF Attendance officer is having a positive impact, including adding capacity to the attendance team, attendance figures are slowly creeping up, although Year 11 attendance has become an issue.
 - Attendance currently at 94%, last week 94.6% although a recent enrichment day had attendance of 89%. This drop in the attendance for an enrichment day is an issue and so SLT are looking at how this can be addressed.
 - Currently seeking to engage a small number of boys (5 or 6) who could make a significant positive impact.
 - Seeking more parental engagement, an initial attendance letter is issued when attendance falls below 96%.
 - Investigating using a different provider to fulfil the role of EWO (currently done by South Glos)
 - All attendance measures are being applied across the school (primary and secondary).

Safeguarding:

- Refer to email trail at Appendix x. DOn noted that the trail demonstrates that the termly reports are being followed up. Also, Safeguarding was rated as very effective during the recent Ofsted inspection. Hence, there was no key issue to discuss at this meeting.

Quality of Teaching:

- Councillors received a presentation on how the quality of teaching is assessed and tracked. Included in the process is:
 - Book scrutiny, 2 times a term (every 5 – 6 weeks).
 - Middle leader assessment.
 - Quality assurance through SLT link.
 - Assessment includes KS 3 and 4.
 - Acorn is shown as a whole.

Action: RCK to include the teaching assessment chart into the principal's report to enable Councillors to track progress.

Action 38-2

Behaviour:

- ***Follow up from recent PEX panels – recommendation of a separate drugs policy, has this been followed up? Also keeping minutes of meetings with parents for children who are continually being excluded and are therefore at risk of being permanently excluded?***
 - Yes, we are looking at various CLF policies and their wording to determine what can be adapted for KOA.
 - Systems for recording meetings/actions relating to individual students are also being investigated. It was noted that this is difficult because different agencies utilise different formats.
 - Councillors agreed to follow up in the September meeting.
- ***Are the revised TRI procedures now in place? How are staff being supported/trained to adjust to the new strategies, particularly as some staff have made negative comments about behaviour in the staff survey?***
 - Yes the new procedures are now in place.
 - The most significant impact is that any instances of poor behaviour are now more conversational than confrontational.
 - Twilight sessions are used to support/train staff.
 - Response to date has been largely positive.

Pupil Premium:

- ***Last meeting we talked about an evaluation of the thrive coffee mornings in the Acorn and whether this would be worth implementing into secondary. Has anything happened with this?***
 - 10 families regularly attending the Acorn coffee mornings.
 - Relaxed, less formal environment.
 - Some success stories were shared with Ofsted.
 - An inaugural parent forum held at secondary school, a small number of parents attended, very open time of discussion, excellent feedback received.
 - Next one planned to focus on mental health and wellbeing.

Year 7 Catch –up Plan:

- Councillors were briefed on the progress and impact of the Year 7 catch-up plan:
 - A number of Year 7 students had a below expectation reading age and a 6-week rapid reading programme was implemented with 6 small groups of students. So far, the intervention is having a positive impact.
 - Now looking at Year 8 and 9 students where a few students have a reading age of less than 8.5 with a view to running a similar intervention programme.
 - ***Does the 8.5 reflect just reading or reading and comprehension?***
 - Reading and comprehension.
- Currently putting plans in place for the next Year 7 group.

<p>6</p>	<p>SEF and Academy Improvement Plans (AIP) and Response to Ofsted:</p> <p>Staff Welfare:</p> <ul style="list-style-type: none"> • <i>The staff survey is not a good read and staff morale seems to be quite low. Are there plans to improve staff facilities, as in a staff room that would perhaps offer free tea and coffee? Is the budget that tight, that this could not be afforded?</i> <ul style="list-style-type: none"> ○ Due to budgetary constraints it is not possible to make any improvements to staff facilities this year. • <i>Staff Morale – with a few negative remarks about SLT, what is being done? Communication also seems to be a problem with staff, what is being done?</i> <ul style="list-style-type: none"> ○ SLT have agreed principles to adhere to in dealing and communication with staff, eg respond to emails within 24 hours. ○ SLT also recognised that for external communications, eg with parents, they should also be responded to within 24 hours. • <i>How and when will we know that the action plans in place are having a positive impact?</i> <ul style="list-style-type: none"> ○ A follow up survey will be conducted before the end of the academic year. ○ <i>Councillors expressed a desire to see the questions asked and the scores.</i> <p>Action: GRd to arrange for Councillors to receive the staff survey questions and scores.</p> <p>Ofsted Inspection: DNs provided Councillors with an overview of the Ofsted inspection and outcomes including:</p> <ul style="list-style-type: none"> • A rating of Good in 2018 is not the same as a Good in 2013 (the last visit) as the whole process is vastly different and the framework is more demanding. • The SLT knew their stuff and presented it well. • A special mention for EMd and the Acorn team, very close to an Outstanding rating. • Scrutiny of books provided much evidence for the provision of a good educational experience. <p>Councillors then asked specific questions relating to the key areas for improvement identified in the Ofsted report.</p> <p>Middle Leaders:</p> <ul style="list-style-type: none"> • <i>Ofsted report makes reference to the school’s middle leaders and the required skills for these roles. Are these formally identified via a terms of reference document? Are there CPD opportunities for middle leaders to improve their skills?</i> <ul style="list-style-type: none"> ○ Yes, there are CLF criteria laid down for middle leaders. ○ There are many opportunities for developing skills, such as: <ul style="list-style-type: none"> ▪ Middle leaders within the school meet together regularly. ▪ Peer meetings across the CLF. ▪ There is CLF support available to middle leaders on an as required basis. 	<p>Action 38-3</p>
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	<ul style="list-style-type: none"> ▪ On-line forum. <p>Parental contact:</p> <ul style="list-style-type: none"> • <i>The Ofsted report makes reference to parent/school communications, what is the school doing to formally address this?</i> <ul style="list-style-type: none"> ○ Plans to address these issues are currently under discussion and there is a need to manage any expectations. <ul style="list-style-type: none"> ▪ <i>Councillors wondered whether there was another CLF academy which had a good parental engagement programme from which we could learn?</i> ▪ <i>What about greater use of texts and emails?</i> It was noted however, that many parents of secondary students declined to provide email addresses. ○ <i>It was agreed to follow up this issue at the next meeting.</i> <p>Action: RCh to provide an update on actions in place regarding improving parental communications at next meeting.</p> <p>Attendance:</p> <ul style="list-style-type: none"> • <i>The report highlights attendance on a number of occasions and in particular issues around how pupils who are absent fall back in their learning. What strategies are being put in place to support pupils who have been absent to catch up?</i> <ul style="list-style-type: none"> ○ We are considering what measures we can put in place to enable students to catch up on their learning following a period of absence. ○ TAn observed that there is now a much better process in place to inform teachers when students won't be in class so that there is a better opportunity to set work for the student in advance. 	Action 38-4
7	<p>Strategic Planning – All Through Provision and Governance:</p> <p>Due to the Ofsted visit this work has been delayed and it was agreed to defer the item until the next AC meeting.</p>	
8	<p>Risk Register:</p> <p>Councillors noted that following the Ofsted visit and judgements, there is a need to review and revise the risk register, particularly those risks associated with Ofsted. GRd noted that a review is planned.</p> <p>Action: DOn to follow up status and update of risk register with RCh</p>	Action 38-5
9	<p>Finance, Health & Safety and Estates report:</p> <p>Refer to the Business Manager's report within the ACR.</p>	

10	<p>Staffing:</p> <p>Refer to the Business Manager’s report provided at the meeting.</p>	
11	<p>Policies that Require Review:</p> <ul style="list-style-type: none"> • <i>Councillors noted that the recently published Charging & Remissions policy states that an annual report is to be provided to the AC, this should be provided at the Autumn AC meeting.</i> • <i>Councillors observed that in other schools, Councillors/Governors were no longer able to use personal email addresses for Council/Governing Body business and asked what arrangements are being made within KOA/CLF in response to the new GDPR requirements.</i> <ul style="list-style-type: none"> ○ School staff have just received a briefing on the arrangements being made and Councillors will be notified shortly. <p>Action: GRd to arrange for the annual report on charging and remissions to be provided for the Autumn AC meeting (September/October 2018)</p>	Action 38-6
12	<p>Events Within and Beyond Academy:</p> <p>Refer to ACR for the details.</p>	
13	<p>Student Voice/Student Advocate:</p> <p>Nil report.</p>	
14	<p>Governance: AC Membership:</p> <p>One vacancy (sponsor Councillor). Councillors considered whether there are any specific skills we should be considering for the vacancy and it was agreed we should conduct a skills audit at or before the next AC meeting.</p> <p>School Visits:</p> <ul style="list-style-type: none"> • The Chair expressed thanks for the visits undertaken since the last meeting and in particular for the comprehensive reports provided. • The next round of visits are being planned by GRd and will be Academy Improvement Plan focussed. <p>Ways of working</p> <p>DOn noted that since September, the Council have shifted from a long pre-meet to agreeing questions via email. It will be important to review effectiveness and agree future ways of working ready for September 2018. Views from Councillors on the best way forward will be welcome.</p>	

	Action: DOn to organise completion of Skills Audit and Self-evaluation at or before next meeting (June 2018). Action: GRd to liaise with individual Councillors to organise visits during Term 5/6	Action 38-7 Action 38-8
15	Any Other Business: Date of next AC meetings <ul style="list-style-type: none"> • 11 June 2018 Date of CLF meetings:	

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
15 Jan 2018	37-1	Rck to seek nominations for a new Staff Councillor – completed.	Rck	Closed
15 Jan 2018	37-2	Link Councillors on future visits to the school should ask to see the current Black Box data relevant to the visit – ongoing.	Link Councillors	Open
15 Jan 2108	37-3	AG to provide detailed staff absence statistics for the next meeting – AGd currently recovering from surgery hence deferred to next AC meeting.	AGd	Open
15 Jan 2018	37-4	GRd to revise the visit proforma in light of the comments made – completed.	GRd	Closed
15 Jan 2018	37-5	all Councillors – to provide the clerk with their completed visit reports in Word format for collation and distribution – completed.	All	Closed
23 Apr 2018	38-1	DOn to write an email to all staff expressing the thanks and appreciation of Councillors for their work in support of the school in retaining their “Good” Ofsted rating	DOn	New
23 Apr 2018	38-2	Rck to include the teaching assessment chart into the principal’s report to enable Councillors to track progress	Rck	New
23 Apr 2018	38-3	GRd to arrange for Councillors to receive the staff survey questions and scores	GRd	New
23 Apr 2018	38-4	Rck to provide an update on actions in place regarding improving parental communications at next meeting	Rck	New
23 Apr 2018	38-5	DOn to follow up status and update of risk register with Rck	DOn	New
23 Apr 2018	38-6	GRd to arrange for the annual report on charging and remissions to be provided for the Autumn AC meeting (September/October 2018)	GRd	New
23 Apr 2018	38-7	DOn to organise completion of Skills Audit and Self-evaluation at or before next meeting (June 2018)	DOn	New
23 Apr 2018	38-8	GRd to liaise with individual Councillors to organise visits during Term 5/6	GRd	New

KOA Academy Council

Councillors Questions Register

Please note that this Appendix was not updated at this meeting as its continued use is under review.

Please note that for details of any supplementary or follow up questions, you should refer to the specific meeting minutes.

Date of initial question	Focus Area	Initial Question	Status R/A/G	Date(s) of most recent follow up question(s)
5 June 2017	Gender Gap	Do we understand the issues around the gender gap, the underperformance and achievement of boys?		15 Jan 2018
5 June 2017	Outcomes/Performance data	How confident can we be with regard to the predicted outcomes?		15 Jan 2018
5 June 2017	Outcomes/Performance data	The report shows student outcomes as “good” yet the Progress 8 measure is predicted as negative, how is that possible?		13 Nov 2017
5 June 2017	Outcomes/Performance data	What happens with pupils who are falling behind in Year 1?		15 Jan 2018
5 June 2017	Attendance	What is the school doing to address and improve attendance?		15 Jan 2018
5 June 2017	Quality of T & L	The report assesses T&L as “weak Good”. Given that there are now no formal lesson observations, how do you arrive at this assessment?		15 Jan 2018
5 June 2017	Exclusions	At 112 days lost to exclusions, this is considered to be still too high. What are we doing to address this?		13 Nov 2017
5 June 2017	Complaints	Of the complaints received to date are there any common themes, lessons learned?		
5 June 2017	Staffing	There are significant staffing changes within Science and since it is a subject of concern what are the implications of such changes?		Jan 15 2018
18 Sept 2017	Safeguarding	With regard to bullying, how much is down to cyber bullying?		15 Jan 2018
18 Sept 2017	Disadvantaged	What are we doing to ensure disadvantaged students are not being held back?		13 Nov 2017
13 Nov 2017	AIP	Which of the Trails are making most progress and are there any concerns?		13 Nov 2017
15 Jan 2018	Behaviour	The purpose and rationale of tutor period is not clear. How long is it? Is it worth having if no impact?		
15 Jan 2018	PP Plan	Has a PP review team now been set up in the Acorn or are they being included in the secondary PP review team? If yes how often are you meeting altogether?		

15 Jan 2018	Yr 7 Catch-up Plan	Is there any evidence of impact of the Y7 catch up plan yet?		
15 Jan 2018	SEND	What are the time scales for the whole school review of SEN and for the review of individual SEN support plans?		
15 Jan 2018	HAP	The report states that HAP performance in Years 7 & 8 is line with CLF. Can we have more detail on this. Eg: is there any difference in HAP performance across subject areas?		
15 Jan 2018	Finance	Apparently in the average secondary school, £1300 or 7.5 days is lost through staff absence per staff member annually, but the cost is much greater than this if you factor in temporary replacement costs and the impact on team morale and standards. Could we see what the average absence is at KOA?		

Safeguarding email Trail

Hi Both
The email trail on safeguarding questions.
Kind Regards
Sandra

Sandra Slocombe
Chief Operating Officer

t.0117 954 3194

ASDAN, Wainbrook House, Hudds Vale Road, Bristol, BS5 7HY
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From: Mr S Bane [<mailto:sbane881@bristolmet.net>]
Sent: 09 April 2018 14:30
To: Miss A Rice
Cc: Sandra Slocombe; Mr S Jones
Subject: Re: End of Term Report

This is really good, first the challenge from Sandra and the detailed answers from Adele
This is really good evidence of building your safeguarding culture

Sent from my iPhone

On 9 Apr 2018, at 13:35, Miss A Rice <ricea@kingsoakacademy.org.uk> wrote:

Sandra

Thank you for your email, my responses below...

Please let me know if you need any further information.

Regards

Adele

Adele Rice
Head of House & Deputy Safeguarding Lead

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www.kingsoakacademy.org.uk

Tel: 01179 927127

King's Oak Academy, Brook Rd, Kingswood, Bristol BS15 4JT

From: Sandra Slocombe <SandraSlocombe@asdan.org.uk>
Sent: 26 March 2018 16:41
To: Miss A Rice
Cc: Mr S Jones; Mr S Bane
Subject: RE: End of Term Report

Hi Adele

My questions:

What are the main problems with managing 'step downs' from social care? - Communication has not always been good. We have had some incidents where social care have not communicated that they are stepping away and a step down action plan has not been done and passed on to the school as it should. However, we now meet once per term with our allocated Family and Young People's Services (FYPS) lead and share these concerns. This has been really helpful.

Has the missing student been found? - Yes, the student was missing overnight but found by the police the following morning.

Safeguarding incidents in Term 3 were 52 so slightly down in Term 4 of 50! - Yes, very slightly down, 2 x 5 week terms.

What actions are being taken to stop the high level 'repeated' incidents of bullying? 4 incidents recorded, 2 of these relate to incidents with one particular Year 8 student. Interventions in place for this particular student; reduced timetable of 3.5 days per week at KOA with 1 day learning at Education First. ECHP in place and additional funding requested at recent review. Thrive and counselling.

One of the incidents related to a group of Year 9 boys, there had been a number of incidents involving the same group but towards a number of different students. Conversations with students and parents and after school detentions to reflect on behaviour.

Final incident was racist name calling towards a year 7 boy by a number of other year 7 boys. Conversations with students and parents, seclusion time with work around hate crime.

How responsive and supportive have the police been in the three incidents reported to them? Really responsive and supportive as always. 3 incidents reported were 1) missing person - child not at school for a number of days, no response from the family home when social care visited (previous child protection). Police carried out an immediate welfare check, child and parents seen, safe and well. 2) Sexting - incident followed up by the police with students and parents. 3) Threatening messages including threats of harm towards another student and family members - police following up with all involved, social care and YOT already involved with the family.

Congratulations on the unofficial feedback from OFSTED that safeguarding is strong!

Kind Regards

Sandra

Sandra Slocombe

Chief Operating Officer

t.0117 954 3194

ASDAN, Wainbrook House, Hudds Vale Road, Bristol, BS5 7HY

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Registered
Charity
No.
1066927

From: Miss A Rice [<mailto:ricea@kingsoakacademy.org.uk>]

Sent: 21 March 2018 10:42

To: Sandra Slocombe

Cc: Mr S Jones; Mr S Bane

Subject: End of Term Report

Good Morning Sandra

Please find attached Safeguarding Report for Term 4. As usual could you please question, query, challenge before signing off.

Many thanks

Adele

[Adele Rice](#)

Head of House & Deputy Safeguarding Lead

[<image006.jpg>](#) [<image007.jpg>](#)

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