

Academy Council Meeting
Wednesday 13th October 2021 – 17:00

AC Members		Attended	Apologies
Diane Owen (DOn)	Sponsor 1 (Chair)	✓	
Gary Pine (GPe)	Sponsor 2	✓	
Sonia Tibbatts (STs)	Sponsor 3	✓	
Nicola Read (NRd)	Sponsor 4	✓	
Liz Gregory (LGy)	Sponsor 5	✓	
Adele Rice (ARe)	Student Advocate	✓	
Katherine Ogden (KOn)	Principal	✓	
Wayne Baker (WBr)	Parent Councillor		
Deda Odutola (DOa)	Parent Councillor	✓	
Sabrina Marie-Anais (SMA)	Staff Councillor (Primary)	✓	
Lucy Jacobson (LJn)	Staff Councillor (Secondary)	✓	
Dan Nicholls (DNs)	Executive Principal	✓	
VACANCY	Local Authority Rep		
Invited attendees			
Jo Thorn (JTn)	Assistant Principal (Acorn Primary Lead)	✓	
Simon White (SWe)	Assistant Principal	✓	
Becki Thielan (BTn)	Assistant Principal	✓	
Andrew Marshall-Aherne (AMA)	Assistant Principal	✓	
Sarah Franklin (SFn)	Seconded Head of Lower School)	✓	

1.	Introduction, Administration & Apologies	Action
1.1	No apologies had been received. Not in attendance: Wayne Baker and Deda Odutola. DOa was expected to join the meeting.	
	It was noted that the meeting would continue to be held virtually at the minute and committees would be virtual, however it was hoped that meeting in person would be possible during the year.	
2.	Declarations of Interest	
2.1	None to declare	
3.	Minutes of Previous Meeting	
3.1	The minutes from the previous meeting on 6.7.21 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	<ul style="list-style-type: none"> • October 2020 6.2 - KOn to continue to produce the year group RAG rating for AC meetings. Closed as business as usual • October 2020 6.17.3 - GP & Jtn to liaise re: intro to Kingswood RFC and the Rotary Club for community relations. Ongoing – Gary will follow up further • July 2021 5.4 - Councillor to attend KOA Parliament in February to observe the all-through pupil voice – Ongoing and will seek attendance nearer time • July 2021 5.5 Councillors welcome to attend ECO school committees – SFN to advise when committee meetings are taking place - Closed, Liz Gregory volunteered. • July 2021 5.8 KOn to share the link for the Conference session by the Reach Foundation that are partnered with KOA. Closed Link sent • July 2021 6.6.2 Hannah Pearch to be invited to a future Curriculum sub-committee. Open – later next year. 	<p>GP</p> <p>ALL</p> <p>LP/DOn</p>
	Academy Council Report	
5.	Quality of Education including curriculum developments	
5.1	KOn provided an update to councillors on educational plans for the year. This year the Academy has invested time in considering the priorities to ensure the focus is on the right things within the Academy Improvement Plan (AIP). This has resulted in a narrower focus on improving standards.	
5.1.1	(KOn) Actions each term are linked to the Academy's five key markers (leadership, quality of teaching, community, student voice and culture). For example, within leadership, the focus is online management of middle leadership – particularly following changes in structure.	
5.1.2	(KOn) The Academy has also considered how to measure impact – linked to trust strategic plan. This means a focus on disadvantaged students only.	
5.1.3	Councillors thanked KOn for sharing this and noted they found the format much clearer.	
5.2	It's nearly the end of T1, what is your assessment of the quality of teaching following change in middle leadership	

5.2.1	(KOn) This will be discussed in more detail within the outcomes section. Middle leaders are settling in well, however scale of job significant, and the academy is drawing on support of trust to provide skills and CPD for middle leaders. Inset day will be well used, particularly in the lower school.	
	<i>17.17 Deda Odutola joined the meeting.</i>	
5.2.3	(DNs) Helen Angell (CLF Director of School Improvement) leads the school improvement team. Jointly they have identified up to 4.5 days per week of support from that team to work with middle leaders at KOA, recognising that the Academy is trying to do something different (all through) and require this investment of time to do this well.	
5.2.4	(KOn) – this investment in support is welcome due to risk related to newness of team and work they are leading (not competence)	
5.3	It's important to monitor, not wait until end of term. Sensible to front load activity and support to allow adjustment as required.	
5.3.1	(KOn) It's been a busy term; the middle leaders are having to work very hard. Progress will not be linear due to work to resolve lack of progress over time and it is likely this will require processes during the year to respond to underperformance.	
5.3.2	(KOn) Clarification provided that three blue colours in report related to lower, middle and upper school. Not currently planning to rag rate the data, this will be considered. ACTION: KOn to consider presentation of data including rag rating to support access by Academy Council.	KOn
6	Achievement & Standards	
	Student outcomes	
6.1	KOn confirmed that the presentations to follow will focus less on KS4 GCSE data and look at lower and middle school. SLT colleagues will present data from EYFS through to KS2 to help councillors understand what the data means.	
6.2	SW (Vice Principal) and AMA (Assistant principal and Head of upper school (years 9-11)) provided a presentation that gave a summary of key attainment and progress measures for KS4 and shared data related to Teacher Assessed Grades from 2021. They highlighted the Progress 8 score at -0.09.	
6.3	Community languages: if a student sits a GCSE (e.g. Arabic) – would it count in EBAC or bucket 3	
6.3.1	SW – the majority will count in Ebac (but some community languages don't count as they are not on the DfE published list).	
6.4	Do we get students doing a community language?	
6.4.1	(SW) There were none in the last cohort.	
6.4.2	(SMA) We have in the past organised in many languages. There is an aspiration this year to look at community languages. The Academy is lucky to have a broad selection of the community in school and this presents an opportunity for students – additional qualification, good enrichment so keen to support subject to practical limitations. ACTION – curriculum sub-committee to look at community language offer.	Curriculum sub-committee
6.5	AMa described the position with current year 11. The data shared is from mock exam at end of year 10 and relates to just English and Maths. There was much disruption due to COVID and the need to move exams and also to locate exams in classrooms. Although a comparison to the previous year is provided, 2019 was the last data from exam conditions.	

	English mock data is showing some good improvement compared to mocks in 2019. There is less evidence of improvement in Maths and this is an area of concern. Similar outcomes for Pupil Premium (PP) students but non-PP showed decline. This may in part be explained by the level of exam they sat. This is an area of focus to ensure tiers of entry are in the right place for students.	
6.6	Do students make the choice regarding which level of exam they sit or are they told?	
6.6.1	(AMA) last year, students had a discussion with Maths team but were told what level to sit. There has been a large turnover in maths and the focus has moved. It was intended that a stretch would be positive, and provide opportunity for higher level of achievement, but where students did not have secure level 5 this resulted in a ungraded outcome as they fell below the grade boundary on the upper tier. There was also a lack of evidence collected through the year due to COVID interruptions which made the decisions harder.	
6.6.2	(AMA) AMA and Hannah Perch (head of Y11) have reviewed students across year 11 to consider tier of entry and are discussing with head of faculty to provide this challenge.	
6.6.3	(AMA) confirmed students are set in maths.	
6.7	Science (combined and triple) showed significant improvement since 2019. Gap is still too high but improvement clear. In triple science, there were similar issues related to tier of entry and also due to covid restrictions, but this was overcome which had an impact on outcomes.	
6.8	Is there a curriculum / skills map between maths and science to look at commonality and interaction?	
6.8.1	(AMA) Agree that this strategy is important and impacts on how subjects are taught. There is a need to set up this framework – not there to the degree needed but this is being managed. There are some areas of difference in terminology that can't be changed due to curriculum / exams but needs to be well understood.	
6.8.2	(SWe) This has also been discussed in trust wide curriculum conversations.	
6.9	<p>Actions taken so far were presented.</p> <ul style="list-style-type: none"> • Stock take meetings and follow up meetings. • Parent and student information evening • Provision of EMS revision guides • Exams access guides <p>Attention was drawn to the strong work of Zoe Said (exams officer) who has worked really hard to get exams access in place to support students.</p>	
6.10	60% turnout at exams meeting which is good – but what actions are being taken to reach the 40% who didn't attend	
6.10.1	(AMA) used CPD time for heads of year to make designated phone calls. Making sure information given out last night is sent to every student /family whether attended or not (and that considered in design).	
6.10.2	(SWe) did take attendance to allow analysis of attendance to see effect of phone calls etc on attendance.	
6.10.3	NRd noted she was at parents meeting, it went down well, information was good. Personal experience of exams access good.	
6.11	Last year concerns around English were raised. Looks like same challenge in maths this year. Did we concentrate too much on English at cost of maths?	

6.11.1	(SWe) I don't think so – main issues are around tiers of entry. Whole papers sat so will be elements they have not yet learned yet. Grading mock exams used 2019 grade boundaries and know there will be a shift (this year will be mid-way between 2019 and 2020) so it may be that grade boundaries are more generous but cannot predict and so this makes decisions around tiers more challenging.	
6.11.2	(SWe) Once video from Parents Information evening is made it will be shared with councillors as well as with tutors	
6.11.3	(AMA) This is the first time that some parents have stepped into building for 2 to 3 years as no parents' meetings or open evenings etc so also part of getting community back into the building, so was considered to be a good turnout.	
6.12	Sarah Franklin (seconded as head of lower school whilst Jo Thorn moved to head of seclusion. Jo will revert and Sarah will become AAP). Sarah provided a presentation on primary data.	
6.12.1	Confirmed that 2020 Reception Baseline Assessment figure was impacted by children not in attendance.	
6.13	Is the target right for EYFS?	
6.13.1	(SFn) It is realistic but ambitious.	
6.13.2	(JTn) Noted the dip in writing which links to the pandemic (lockdown impacted opportunities for writing). Ambitious target important to challenge this.	
6.14	How do we ensure targets include targets for disadvantaged students?	
6.14.1	(JTn) This will come out in progress meetings over coming weeks. ACTION – SFn/JTn to consider targets for disadvantaged pupils further.	
6.15	Trialled Year 4 Multiplication Tables Check (MTC) last year, 2 were able to achieve full marks, so looks like a very low percentage. Many scored highly but didn't get 100%.	
6.15.1	(DOn) recommended asking teachers to do the MTC tests themselves across all the school as this can provide valuable insights it what is expected of the students.	
6.15.2	(JTn) Work is focussing on ensuring that building blocks are there to support conceptual understanding of multiplication through earlier years to ensure fluency.	
6.16	Is there comparative data for the MTC?	
6.16.1	(SFn) Have from across the trust – not published as not yet in place. Showed significant change.	
6.17	Do Access arrangements apply for KS2 SATS?	
6.17.1	(JTn) Yes, the Academy has to prove that the arrangements needed for an individual are normal classroom practice, so it is important to build up picture so that if they think the pupil may need time later they ensure it's normal practice. E.g. scribe and reader.	
6.18	BTn (Assistant Principal and Head of Middle school) provided a presentation on middle school data.	
6.19	DOn thanked staff for the presentations; very helpful for Councillors to understand the full range of formal assessment points, particularly in KS1 and 2.	
	Attendance	

6.19	Not looking at attendance in detail today. There are national issues for attendance related to covid so this will be picked up in November meeting. DOn noted that the school is doing a lot of work on attendance.	
	Quality of teaching	
6.20	Report includes summary of quality of teaching across the three schools.	
6.20.1	(KOn) welcomed feedback on changes to report format including focus on disadvantage.	
6.20.2	Councillors noted that it was very important they can see quickly and easily where things are going well but also tracking through to see journey / progress. They liked the format, found the RAG rating helpful and liked the bright spots to provide balance.	
6.21	Numbers for PP in Reception and Y1 seem low?	
6.21.1	(KOn / SF) Lower numbers are due to universal FSM. The Academy finds they get lower numbers in R/1 as families don't apply until needed.	
6.21.2	(JTn) The Academy periodically write to parents to highlight need to apply for PP.	
6.22	The report identifies a difference in quality of teaching in years 1 and 2 compared to 3 and 4?	
6.22.1	(SFn) Leaders are supporting new teachers through early career framework and providing time to observe others teaching.	
6.23	In the middle school, is there evidence of improvement and progress to address previously identified concerns?	
6.23.1	(BTn) noted that during term 2 there will be a changing focus to reduce number of transitions, just retaining specialist teaching. Year 5 has highest %age of SEND in academy which may also impact. Last time year 5 had an undisturbed year was year 2.	
6.24	Does this suggest that model for middle school needs more flexibility, particularly for year 5?	
6.24.1	(KOd) The Academy is learning as we go with middle school concept. Colleagues who are delivering are new to working in middle school so anticipate it will take the year to work out optimal structure.	
6.24.2	GPe noted that it was positive to hear that some flexibility was being applied as the situation was monitored.	
6.25	What does this mean for year 8?	
6.25.1	(BTn) Year 7 is working well, there is a strong tutor team who are also teachers for year group. Staff know students well and working with SEN team to understand needs of learners. Year 8 vacancy in science with teacher appointment due for January. Year 8 teachers don't yet sufficiently know students' learning needs. They are still getting to know students, via student profiles and passports to increase knowledge.	
6.25.2	(JTn) noted tutor meetings were positive, tutors were less experienced and now getting to know the needs of cohort which is greater than previously recognised due to complexity of last year.	
6.26	Quality of teaching for Year 9 and 10 was discussed and it was agreed to be added to a curriculum meeting for further review. ACTION – curriculum meeting to look at year 9 into 10.	Curriculum sub-committee
6.27	KOn thanked the council for support provided. Work by heads of schools and middle leaders has been significant over course of T1. Naturally with any form of change there is anxiety and the team are anxious to get it right. This is being felt across middle and senior team. Team are managing it well but KOd requests councillors check in with senior team.	
	Behaviour and exclusions	

6.28	Behaviour policy is included in papers for consideration.	
6.28.1	KOn noted the updated policy. The policy has been reviewed in the spirit of high expectations and high inclusion and making sure students working hard in lessons, behaviour is appropriate across the site and that students are kind to each other and themselves. Therefore, the policy includes some changes to expectations around behaviours and also language used (based on surveys). This has resulted in the policy being updated significantly. It now reads as 'all through' and is very clear regarding high expectation. The draft has been shared with students, staff and parents.	
6.28.2	<p>Councillors provided some feedback that is covered below:</p> <ul style="list-style-type: none"> • Suggested the removal of dates from first table. • Page 13 – table that breaks down processes. Should consider safeguarding as well as SENCO? • Reference to house points to be changed to tutor points. • Link to SEN policy to be included. • Further consideration required of how this links to the exclusions processes and policy. • Section 14 on uniform infringements was considered light and an opportunity to provide more detail could be taken. • Consider how to separate out difference in behaviours that represent a choice, rather than those that may reflect an unmet learning need. • Consider how to monitor numbers out of class and how this impacts the FTEs. It was noted that this new behaviour policy reflects a change in culture including expected standards of behaviour in lessons. It may be that in implementing this change there is a short term increase in FTEs, however this will provide an opportunity to engage with parents quickly in order to get students back in learning. • The covering letter could provide further details as to why the changes are necessary. 	
6.28.3	The behaviour policy was approved subject to changes suggested today.	
	Pupil premium and looked after children	
6.29	This was covered earlier in the agenda.	
7	Safeguarding	
7.1	LGy recognised the work of the safeguarding team, led by Adele Rice across the phases to make sure students were looked after. Systems are robust and training has been carried out. SSG meetings are going ahead every week with strong communications.	
7.2	ACTION: discuss safeguarding in more detail at the Pastoral Sub Committee meeting.	PASTORAL SUB- COMMITTEE
8	Finance, Health & Safety and Estates	
8.1	KOn acknowledged the Hard work of the site team over summer to create the middle school.	
8.2	KOn noted that the canteen project is continuing to go ahead. Demolition completed over the summer. Tenders for the main contractor are underway and planning has been submitted.	
9	Staffing and wellbeing	

9.1	KOn noted the increase in staff absence due to illness so reviewing temporary staff costs. The Academy is working hard to pick concerns up quickly to address support quickly.	
9.2	LJn confirmed that big changes in staffing structure implemented are starting to have an impact and it is possible to see with optimism where it will get to.	
9.3	GPe noted the need to ensure everyone brought with journey and asked how this would be monitored and reported	
9.3.1	ACTION – KOn and DOn to consider how to report to AC re staffing and wellbeing in 121.	
9.3.2	LGy suggested considering the TES survey.	
10	Policies that require review	
10.1	Behaviour covered in 6.28	
10.2	Anti-bullying policy included for information only. ACTION: Anti-bullying to pastoral committee.	PASTORAL SUB- COMMITTEE
10.3	Safeguarding policy included for information only. There will be an updated version, as the policy is being re-written centrally to account for changes to KCSIE, this is delayed due to late publication. Will cover to January 2022.	
10.3.1	It was noted that names were required to be changed in appendix 3 (eg: Safeguarding Ciouncillor needs to be updated).	
11	Student Voice / Student advocate	
11.1	Not covered in this agenda	
12	Governance	
12.1	Clarification regarding requirements for nimble training was requested	
12.1.1	GPe noted the need to complete training annually. BGn provided confirmation of which courses were required to be completed.	
12.2	DOn explained the proposed changed to link councillors and asked whether councillors were happy with the changes.	
12.2.1	LJn will remain on the vulnerable groups sub-committee and will become the H&S Councillor.	
12.2.2	LGy to become Looked After Children (LAC) link councillor.	
12.3	DOn asked KOn for a steer regarding initial visits and meetings	
12.3.1	(KOd) It would be helpful to set up link visits in term two. Currently recruiting for Assistant to SLT who will support set up of link meetings. Preferably this should be an on-site meeting if possible rather than teams.	
12.4	There is one remaining vacancy on the Academy Council, DOn noted that there was a possible candidate.	
13	Equality and Diversity	
13.1	Not covered in this agenda	

14	Matters for the attention of the Board/COAC	
14.1	None raised	
15	Any Other Business	
15.1	KOn/DOn noted that the trail tracker will be finished outside the meeting and circulated with the minutes.	

Meeting closed at 19:19

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
01 Oct 2020	6.2	KOn to continue to produce the year group RAG rating for AC meetings.	KOn	Closed
01 Oct 2020	6.17.3	GP & Jtn to liaise re: intro to Kingswood RFC and the Rotary Club for community relations Update: 08.02.21 – GP currently speaking with the Chairman, able to help further when current lockdown restrictions are lifted. Update: 06.07.21 – GP to arrange meeting with Jtn & Kingswood RFC Chairman Updated 13.10.21 – GP to contact.	GP/Jtn	Open
06 July 2021	5.4	Councillor to attend KOA Parliament in February to observe the all-through pupil voice. Updated 13.10.21 – will seek attendance nearer time.	ALL	Open
06 July 2021	5.5	Councillors welcome to attend ECO school committees – SFN to advise when committee meetings are taking place.	ALL	Closed
06 July 2021	5.8	KOn to share the link for the Conference session by the Reach Foundation that are partnered with KOA	KOn	Closed
06 July 2021	6.6.2	Hannah Pearch to be invited to a future Curriculum sub-committee Updated 13.10.21 – this meeting will be later in the year.	LP/DOn	Open