

**Academy Council Meeting**  
**Wednesday 22<sup>nd</sup> June 2022 – 17:00**

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Diane Owen (DOn)	Sponsor 1 ( <b>Chair</b> )	✓	
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	✓	
Sonny Richards (SR)	LA Representative (Observer)	✓	
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	✓	
Charlotte Seavill (CSl)	Clerk	✓	
<b>Invited attendees</b>			
Simon White	Vice Principal	✓	
Emma Watts	Head of Middle School	✓	
Andy Marshall Ohern	Head of Upper School	✓	
Susie Weaver	Executive Principal	✓	

1.	<b>Introduction, Administration &amp; Apologies</b>	<b>Action</b>
1.1	Apologies had been received from NR, WB & LJ Sonny Richards joined the meeting, as an observer whilst HR checks are being completed.	
2.	<b>Declarations of Interest</b>	
2.1	None to declare	
3.	<b>Minutes of Previous Meeting</b>	
3.1	The minutes from the previous meeting were confirmed as a true record and actions from this meeting have been updated and are listed at the end of the document.	
4.	<b>Matters Arising</b>	
4.1	<ul style="list-style-type: none"> <li>• July 2021 5.4 - Councillor to attend KOA Parliament in February to observe the all-through pupil voice – <b>Ongoing</b> and we will seek attendance nearer the time – during Term 4 work will be taking place.</li> <li>• October 2021 9.3.1 KOn and DOn to consider how to report to AC re staffing and wellbeing in 121. <b>Closed</b></li> <li>• February 2022 6.1.8: To look at the transition work in the next full Academy Council meeting. <b>April 2022 – Carry forward</b></li> <li>• February 9.4: DO to send a short message from the Academy Council to acknowledge the hard work the staff are putting in. <b>Completed &amp; closed</b></li> <li>• February 11.1: Launched student councillors into the upper school. <b>ACTION:</b> In Term 4 invite councillors to join these meetings in person. <b>April 2022 – Carry forward</b></li> <li>• April 22 5.1.6: KOn to circulate the Rapid Improvement Plan when it is finalised. See Item 5.2 below <b>Closed</b></li> <li>• April 22 5.1.13: KOn to invite Emma Sanders to the next meeting. <b>Closed – attended recent Curriculum meeting</b></li> <li>• April 5.1.20 Curriculum committee to revisit specialist subject teaching for Y5 &amp; 6 in the next meeting <b>Carry forward</b></li> <li>• April 22 6.2 : Everyone to complete the short survey on committee structure next year – link in meeting chat and email. <b>Completed and closed</b></li> </ul>	
5	<b>Update from KOn – AIP</b>	
5.1	<p>KOn gave an overview of the AIP, which was shared prior to the meeting. Councillors discussed how the school continues to work with the central team to improve performance and outcomes. The AIP has been RAG rated according to Ofsted criteria, so strengths and gaps are clearly identified. This is audited weekly to ensure the academy is on track and still achieving the school improvement aims. Councillors reviewed the plan for next year in terms of the areas staff will be responsible for and how that links to councillor’s link areas. This will give greater clarity of each person’s role and the impact of their work, while providing accountability across the academy.</p> <p>Councillors discussed having an evaluation or summary of the RIP in the AC Report for consistent feedback and being able to see it running through departmental improvement plans using the same format.</p>	
5.2	<b>Is the Rapid Improvement Plan going to be a live document next year? Can it be shared with councillors?</b>	

5.3	Yes, the RIP, AIP & SEF will be live working documents for staff to use day to day. A redacted version can be shared with councillors once it is ready.	
<b>5.4</b>	<b><u>ACTION: KOn to share the RIP, AIP and SEF with councillors.</u></b>	<b>KO</b>
<b>6.</b>	<b>Lower School Report with EW</b>	
6.1	KOn provided a report for the Lower School ahead of the meeting.	
<b>6.2</b>	<b>How do the Y1 phonics results compare with the past and other CLF schools?</b>	
6.3	There is a trust wide pattern of results holding relatively well since 2019 but the results aren't yet where we expect them to be. Results across the trust range from 50%-90%. The appointment of a Head of Early Years has been really successful and impactful. We will retain stability in teaching staff for groups next year which is important and the introduction of Rocket Phonics across the trust has and will give an increased focus on phonics. This includes new books and resources for all school as well as training for staff. Timetabling for next year has been really purposeful for Reading, Writing and Maths.	
<b>6.4</b>	<b>Will staffing be consistent in Y3 &amp; Y4?</b>	
6.5	Yes, staffing has been carefully considered to ensure less experienced staff are paired with experienced colleagues to provide support where needed.	
<b>6.6</b>	<b>How much is still being impacted by staff absence or leadership changes and is COVID still a factor?</b>	
6.7	Staff absence has been high but has stabilised this term. It has been difficult time for everyone but absence hasn't been wholly down to COVID. Wellbeing has been prioritised at all times as well as ensuring PPE time is protected and time is paid back. Supply staff have been very difficult to secure and the budget has been stretched this year. Education has been the focus and so other areas have been compromised so the focus will return to these areas next year once absence and cover is less likely to be so impactful.	
<b>6.8</b>	<b>There are several children on part time timetables in Reception – what is the process of review for these timetables?</b>	
6.9	We use a wide range of people, both internal and external to review students needs and interventions, including timetables, at least weekly, but often daily. Interventions have been positive so far and we aim to have all children in school every day next year. Staff ratios are doubled in that year. The long term project is trying to maintain a good education for all children and wellbeing for staff.	
<b>6.10</b>	<b>Are the challenges a symptom of COVID? What interventions are planned for the incoming Reception year? Will they start in September or will they defer?</b>	
6.11	It's a combination of the impact of recent times and the lack of access to specialists and early years provision. Our recommendation would always be to start school and then moderate and support as needed rather than defer start date.	
<b>6.12</b>	<b>Is absence due to illness or other reasons?</b>	
6.13	Illness is common but at this time of year, holidays are more common. We have received lots of holiday requests.	
<b>6.14</b>	<b>Are we issuing fines to those who take unauthorised holiday?</b>	

6.15	Fines are issued by the LA after the 6 <sup>th</sup> day of holiday, and most of the holidays have only been for 1 week so they don't qualify. We are working with families to understand the link between good attendance and outcomes and rebooked holidays from the COVID period will be over going into next year.	
<b>6.16</b>	<b>Can you explain the increased lateness reported in the younger years?</b>	
6.17	Reporting of lateness has improved, which has a negative impact on data but will soon show an accurate picture of lateness over time. We do need to work on finding the reasons why and support families. We are working with the LA to try to alleviate the congestion around school run times. SLT being a presence in the community during arrival and departure times has been very positive in encouraging students into school and building relationships with students and families. Local police officers are often also a preventative presence which is positive.	
<b>6.18</b>	<b>What do you see as the highest risks for Lower School in September?</b>	
6.19	Outcomes for Reception children due to the disruption to their offer from staff absence and behaviour. Also, we need to close the gap in Y3 maths.	
<b>7</b>	<b>Middle School Report</b>	
7.1	EW provided a report for Middle School prior to the meeting.	
<b>7.2</b>	<b>Teaching across Middle School is not yet consistent and HOY &amp; HOD are spread over different sites. What will be done to help leaders support their teams and drive improvement?</b>	
7.3	We recognise the challenge but do have pockets of really good practice, for example in Y7 Maths. Line management structures for next year are moving towards a more systematic structure and linking to CPD calendars and assessment points so staff will be able to follow up in a timely and informed way. HOD & HOY have done lots of learning walks and support middle leaders well in observations and coaching.	
<b>7.4</b>	<b>The report talks about the student council developing a sense of community – what does that look like?</b>	
7.5	Students will be working with staff next year on the value of student voice, their views and understanding what it important to them.	
<b>7.6</b>	<b>How will SLT QA middle leaders work on the standardisation of reporting?</b>	
7.7	QA will form part of the meeting, including modelling good practice as well as SLT dedicating time to reflecting and QA. There will be a more structured line management structure where HOD will collect evidence to take to meetings to be discussed.	
<b>7.8</b>	<b>What are the challenges for moving Y5 &amp; Y6 into their own space?</b>	
7.9	Firstly, we need to ensure the new site is ready for when they arrive. We are communicating regularly with the site team who are confident that it will be available for us on time. We have been communicating carefully with parents about what it will look like in their classrooms and playground. Year 7 students have been visiting them and making the environment welcoming. The children themselves already come to the new site for some lessons so they are familiar with it. They are always excited to be on the Upper School site and we've done very careful transition with the current Y4 children to ensure they know their peers well and get to know the class teacher etc. Staff are excited to be able to work with the all- through colleagues rather than being in a separate site.	

<b>7.10</b>	<b>What are the biggest risks for Middle School in September?</b>	
7.11	Year 5 data is not currently strong but they are now more settled and have a strong teaching team next year. Writing has not been as good as we would expect this year so we are planning careful moderation next year for every term, ensuring we are really clear on expectations. Year 7 are in need of support so we are working with colleagues to really understand each child.	
<b>8</b>	<b>Upper School Report</b>	
8.1	AMO provided a report prior to the meeting. Councillors discussed data for various groups in terms of attainment and P8 as well as the community feel around the school.	
<b>8.2</b>	<b>How are Year 10 currently doing and what are your expectations for next year?</b>	
8.3	We've done lots of work to make Y11 exam ready this year after 2 disrupted years. Year 10 have had this year to prepare and for staff to understand each students progress and needs better. Predictions are strong for the current Y10 in terms of outcomes and they understand standards and expectations well. The next assessments will be a good baseline along with teacher assessments.	
<b>8.4</b>	<b>ACTION: KOn to provide Y10 outcomes data at the next meeting</b>	<b>KOn</b>
<b>8.5</b>	<b>Attendance appears to be mostly affected by a small group of students – could you explain why this is and what you are doing to improve attendance?</b>	
8.6	Some students in that year group are school refusers and we are working with families and the local authority to ensure they receive tutoring and work to complete at home, while ensuring that we don't facilitate them not attending. There are also some students who are unable to be onsite due to their medical needs and so we support them individually.	
<b>8.7</b>	<b>What is being done about behaviour during social times?</b>	
8.8	We are aware of the consequences that have most impact, and those that don't, so we are supporting students with their behaviour, using the most impactful sanctions, and in this case it is by losing their social time. If a student loses a break time and doesn't attend the detention, then it escalates to a lunch time detention. Numbers in detention have decreased quickly down to the rigour, accountability and consistency of staff. Students are now owning their behaviour and understand our culture of being relentlessly fair and unapologetically academic.	
<b>9</b>	<b>Safeguarding</b>	
9.1	KOn gave an update on safeguarding and the SEND provision next year. The academy is creating teams around complex cases rather than working as individuals. There has been rapid upskilling of staff to understand the channels of support available and restoring relationships with the LA and local groups after such a disrupted period. There was an update on the mapping process where concerns raised are mapped with information gathered from other school and/or agencies to map concerns locally and bring police intervention in where needed.	
<b>9.2</b>	<b>Can you give us more information on the increase in peer-on-peer bullying and how this is being dealt with?</b>	
9.3	Much of this comes from things happening outside school and includes issues created by the inappropriate use of social media. We continue to work hard on advising students and parents about safe use of IT.	

<b>9.4</b>	<b>With already busy members of staff covering vital roles ie Senco, have the most vulnerable of the pupils been supported well enough in this last academic year?</b>	
9.5	It would not be fair to say that all needs have been met – we have had to prioritise. However, we have worked very proactively to fill any gaps and have made good use of support offered by the SEN cluster.	
<b>10</b>	<b>Finance, Health &amp; Safety and Estates</b>	
10.1	A finance, H&S and estates update was provided prior to the meeting in the AC report. There was an update on the current building works and plans for the centenary anniversary. The actions from the recent H&S report have reduced rapidly.	
<b>10.2</b>	<b>H&amp;S is usually a bright spot for the academy – what has changed?</b>	
10.3	Area's for improvement are compliance and risk assessments following the cyber security incident. There has been retraining for expectations for staff. We are always balancing compliance, aesthetics and budget. Staff have been very vigilant about specific H&S areas and we are constantly raising the bar for H&S.	
<b>11.</b>	<b>Staffing update</b>	
11.1	There was a staffing update for next year, including the additional resource in Maths and plans to ensure additional capacity in English and Science also. Humanities has been particularly popular at KS4 this year so there is additional capacity in that team also. There is an aim to build capacity in the Lower & Middle Schools to stop working in a deficit model. A SENDCo has been appointed for September and there will be an additional DDSL and Pastoral Leader to build greater capacity in the safeguarding team. Staffing challenges, both nationally and at trust and academy level are in the creative and technology curriculum areas.	
<b>11.2</b>	<b>How is staff wellbeing?</b>	
11.3	Staff voice themes, from the recent survey, include communication and behaviour. Actions from the survey are well underway and will be communicated with staff shortly. There will be a follow up survey available shortly to measure the progress and impact of recent actions.	
<b>11.4</b>	<b><u>ACTION: Add the staff voice survey to the next agenda</u></b>	<b>CS</b>
<b>11.5</b>	<b>Are HOY timetables allowing enough time for them to carry out this part of their role?</b>	
11.6	We have added significant capacity to the team through their timetables and clear roles and responsibilities are being written and shared to make the parameters of the role really clear.	
<b>11.7</b>	<b>What are the key reasons for the staff voice reflections?</b>	
11.8	The behaviour systems need to change based on how children are presenting. We need to reduce suspensions and understand and reflect on how children are presenting using staff, parent and student voice.	
<b>12</b>	<b>Policies</b>	
12.1	The following policies were shared for noting/approval by the end of term: Online safety, exclusions and suspensions, EYFS, RSHE, Remote tech and eLearning, Supporting Pupils with medical needs.	
<b>12.2</b>	<b><u>ACTION: All councillors to review policies and send any actions/comments/concerns to CS. These will be approved at the end of term.</u></b>	<b>ALL</b>

<b>12.3</b>	<b>ACTION: KOn to bring the Behaviour Policy to the next meeting</b>	<b>KOn</b>
<b>13.</b>	<b>Governance</b>	
<b>13.1</b>	<b>ACTION: Councillors to review the document in Teams regarding the committee structure next year.</b>	<b>ALL</b>
<b>13.2</b>	<b>ACTION: DO to share the Terms of Reference for each committee by the start of the next academic year.</b>	<b>DO</b>
13.3	Councillors discussed their focus areas and link roles ahead of September.	
13.4	Councillors gave feedback on their recent visits and will share reports via Teams – <b>ACTION CS</b>	<b>CS</b>
13.5	Councillors discussed the upcoming Results and Strategy Event on 21 <sup>st</sup> September and the possibility of meeting in the academy to join online as a group with refreshments. <b>ACTION: DO &amp; KOn to look at logistics of that meeting</b>	<b>DO &amp; KOn</b>
13.4	GP kindly volunteered to be the Duke Of Edinburgh Awards Verifier for KOA.	
<b>14</b>	<b>Any Other Business</b>	
14.1	None	

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.	<b>KOn</b>	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> <b>Update: 06.07.21 – GP to arrange meeting with Jtn &amp; Kingswood RFC Chairman</b> <b>Updated 13.10.21 – GP to contact.</b>	<b>GP/Jtn</b>	Open
06 July 2021	5.4	Councillor to attend KOA Parliament in February to observe the all-through pupil voice. <b>Updated 13.10.21 – will seek attendance nearer time.</b>	<b>ALL</b>	Open
06 July 2021	5.5	Councillors welcome to attend ECO school committees – SFN to advise when committee meetings are taking place.	<b>ALL</b>	Closed
06 July 2021	5.8	KOn to share the link for the Conference session by the Reach Foundation that are partnered with KOA	<b>KOn</b>	Closed
06 July 2021	6.6.2	Hannah Pearch to be invited to a future Curriculum sub-committee <b>Updated 13.10.21 – this meeting will be later in the year.</b>	<b>LP/DOn</b>	Closed
13 October 2021	5.3.2	KOn to consider presentation of data in AIP including rag rating to support access by Academy Council.	<b>KOn</b>	Closed
13 October 2021	6.4.2	Curriculum sub-committee to look at community language offer.	<b>DOn</b>	Closed
13 October 2021	6.26	Curriculum sub-committee to look at quality of teaching year 9 into 10.	<b>DOn</b>	Closed
13 October 2021	7.2	Discuss safeguarding in more detail at the next Pastoral Sub Committee meeting.	<b>LGy</b>	Closed
13 October 2021	9.3.1	KOn and DOn to consider how to report to AC re staffing and wellbeing in 121.	<b>KOn/DOn</b>	Closed
13 October 2021	10.2	Anti-bullying to be reviewed by next Pastoral Sub Committee meeting.	<b>LGy</b>	Closed



February 22	5.3.4	DO and KOn to look at when it would be appropriate to share case studies to see how the policy is working in practise across the academy. <b>April 2022 – COMPLETE</b>	<b>DO/KOn</b>	Closed
February 22	6.1	AMA to share updated RAT plan. <b>April 2022 - COMPLETE</b>	<b>Ama</b>	Closed
February 22	6.1.8	To look at the transition work in the next full Academy Council meeting. <b>April 202 – Carry forward</b>	<b>CSI</b>	Ongoing
February 22	9.4	DO to send a short message from the Academy Council to acknowledge the hard work the staff are putting in	<b>Don</b>	Closed
February 22	9.8	Vulnerable Groups committee to focus on SEND provision at it's next meeting. <b>April 2022 - COMPLETE</b>	<b>CSI</b>	Closed
February 22	11.1	Launched student councillors into the upper school. <b>ACTION:</b> In Term 4 invite councillors to join these meetings in person. <b>April 2022 – Carry forward</b>	<b>KOn</b>	Ongoing
April 22	5.1.6	<b>ACTION:</b> KOn to circulate the Rapid Improvement Plan when it is finalised along with the updated AIP	<b>KOn</b>	Ongoing
April 22	5.1.13	<b>ACTION:</b> KOn to invite Emma Sanders to the next meeting	<b>KOn</b>	Closed
April 22	5.1.20	<b>ACTION:</b> Curriculum committee to revisit specialist subject teaching for Y5 & 6 in the next meeting	<b>CSI</b>	Ongoing
April 22	6.2	<b>ACTION:</b> Everyone to complete the short survey on committee structure next year – link in meeting chat and email.	<b>ALL</b>	Closed

**Appendix 2**

**King’s Oak Academy Council Trail Tracker 2021-22**

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 2021	Meeting 1 13/10/21	Meeting 2 9/02/22	Meeting 3 6/04/22	Meeting 4 22/06/22
<b>Attainment of Disadvantaged</b>					
Lower School					
Middle School					
Upper School					
<b>Progress of Disadvantaged</b>					
Lower School					
Middle School					
Upper School					
<b>Attendance of Disadvantaged</b>					
Lower School					
Middle School					
Upper School					
<b>Quality of Teaching</b>					
Lower School					
Middle School					
Upper School					
<b>Effectiveness of middle leadership</b>					
<b>Safeguarding</b>					
<b>SEND</b>					
<b>Staff voice &amp; wellbeing</b>					
<b>Student Voice</b>					
<b>Health &amp; Safety</b>					