

**KING'S OAK ACADEMY**

**Academy Council Meeting No 33  
Monday 13 March 2017**

**Present**

<b>Academy Councillors</b>		<b>Sponsor Councillors</b>	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Gary Pine	Sponsor Councillor
	Staff Councillor	Sandra Slocombe	Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
	Staff Councillor		Sponsor Councillor
	Executive Principal	Adele Rice	Student Advocate
	LA		

**In attendance**

Simon Jones	Vice Principal (Interim)
Jonathon Mailey (part time)	Ass. Principal
	Ass. Principal
	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould (part time)	Business Manager
Steve Taylor (in place of D Nichols)	CEO of CLF
Hugh Wilson	Clerk

**Apologies:** T Anderson, T Taylor, D Nicholls, R Wellington

**NB. Item numbers refer to the CLF Common Agenda Template. Not every item will be discussed at each meeting therefore only discussion items will be recorded.**

Item	Note	Action
1	<p><b>Introduction, Administration and Apologies</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed all present to the meeting and in particular to Steve Taylor (Chief Executive CLF) attending on behalf of Dan Nicholls who has another meeting.</li> <li>• Apologies for non-attendance were received, and accepted, from Tom Taylor, Tim Anderson, R Wellington and D Nicholls.</li> </ul>	
2	<p><b>Declarations of Interest:</b> None declared.</p>	
3	<p><b>Minutes of Previous Meeting:</b> <b>23 January 2017:</b></p> <ul style="list-style-type: none"> <li>• <b>Accuracy:</b> No inaccuracies were reported and the minutes were signed as a true record.</li> <li>• <b>Actions:</b> refer to Appendix 1.</li> </ul>	
4	<p><b>Matters Arising:</b> There were no matters arising from the previous minutes.</p>	
5	<p><b>Governance:</b></p> <p><b>Risk Register:</b></p> <ul style="list-style-type: none"> <li>• Councillors were provided with the recently updated risk Register for review.</li> <li>• Specific risks discussed were: <ul style="list-style-type: none"> <li>○ <b>L2 – Buildings maintenance becomes compromised.....:</b> <ul style="list-style-type: none"> <li>▪ As a consequence of the discussion at the previous meeting, AGd outlined for Councillors the background to the risk and made reference to most recent building Condition Survey which was undertaken in November 2015.</li> <li>▪ AGd outlined how the state of the school buildings are regularly reviewed and in particular, any health and safety related aspects identified and managed and notified to CLF central staffs. She discussed funding aspects and noted there are many schools both locally and nationally that suffer from buildings in a similar or even worse condition than KOA.</li> <li>▪ <b><i>Councillors expressed concerns that school buildings deteriorate to an extent that the safety of staff and students is compromised.</i></b> <ul style="list-style-type: none"> <li>• It was explained that the buildings are checked on a monthly basis by a team comprising Site manager, Safety officer, Business manager. <b><i>Councillors wondered if more frequent checks should be carried out?</i></b> H &amp; S concerns are shared and reviewed by the H &amp; S committee and there is a link councillor.</li> <li>• <b><i>Councillors also wondered how best to raise the profile of the buildings issue with the CLF Board?</i></b></li> </ul> </li> </ul> </li> </ul> </li> </ul>	

	<p><b><i>Councillors noted that the risk register is kept under review by the Board and therefore they need to ensure the register reflects their concerns.</i></b></p> <ul style="list-style-type: none"> <li>○ <b>E1 – OFSTED judgement: good academies not on track to becoming outstanding....:</b> <ul style="list-style-type: none"> <li>▪ <b>Councillors accepted the risk remains in the register but noted the last sentence in the mitigation should be deleted as it no longer applies.</b></li> </ul> </li> <li>○ <b>E2 – OFSTED judgement: good judgement not maintained at next inspection.</b> <ul style="list-style-type: none"> <li>▪ <b><i>Governors noted the addition of this new risk and welcomed its inclusion.</i></b></li> </ul> </li> </ul> <p><b>Council Membership:</b> Vacancy - Councillors were informed that no candidates have been identified as yet. Councillors were invited to advise DOn if they became aware of anyone suitable. It was noted that it would be helpful if any prospective new councillors could have expertise in early years</p> <p><b>Permanent Exclusion Panel:</b></p> <ul style="list-style-type: none"> <li>• Councillors were requested to respond as soon as possible to the email request for volunteer panel members if they were able and willing to participate in this, 29<sup>th</sup> March at 9.00 am.</li> </ul>	
6	<p><b>Safeguarding:</b></p> <p><b>Update including CPOMS data:</b></p> <ul style="list-style-type: none"> <li>• The end of Term 3 CPOMS report was tabled for Councillor review. Matters arising included: <ul style="list-style-type: none"> <li>○ <b><i>Councillors recommended that a report that includes key group data, eg SEND, PP, LAC, gender etc., would be especially useful CLF-wide.</i></b></li> <li>○ Councillors were informed that the CLF Chairs next meeting would be reviewing the draft CPOMs proforma to consider its impact/effectiveness. <b><i>Councillors welcomed this.</i></b></li> </ul> </li> </ul>	
7	<p><b>Strategic Developments:</b></p> <p><b>Academy Improvement Plans:</b> <b><i>Councillors noted the revised format of the AIP within the Principal’s report and welcomed it finding it helpful in focussing attention to where it is needed. Specifically, Councillors noted in Trail 5, CEIAG, the coordinated approach being taken between academies which will create broader opportunities students, avoid replication of resource and allow for central quality assurance. MPy and DOn will be observing the planned CLF internal review of KOA which takes place the next day. This will provide a further opportunity to review progress of the key trails.</i></b></p> <p><b>KS4 Coasting Notice:</b> Councillors were briefed concerning the receipt of a Coasting Notice from the Regional Schools Commissioner (RSC).</p>	

	<ul style="list-style-type: none"> <li>• RCK explained what it is (that the school is not making sufficient progress in attainment in accordance with criteria defined by DfE), its implications.</li> <li>• Councillors were advised that a response (outlining what is being done to improve attainment) to the Notice has been prepared in concert with CLF and we are now awaiting feedback from the RSC.</li> <li>• Dependent upon the outcome, further intervention may be required.</li> <li>• <b>Councillors queried upon what basis was the Coasting Notice raised? When will parents be advised?</b> <ul style="list-style-type: none"> <li>○ RCK explained the reasons. Parents will be advised once a response has been received from the RSC as this will allow the academy to give a full account of why the notice has been received and what actions are being taken.</li> </ul> </li> </ul> <p><b>Action: RCK to provide Councillors with a copy of the Coasting Notice and the response.</b></p> <p><b>Post-16 Update:</b> Please refer to the separate paper for the details. Questions and discussion arising included:</p> <ul style="list-style-type: none"> <li>• <b>Councillors recognised the benefits for students of the proposal to concentrate Post-16 education on 2 sites rather than the current 6 sites.</b></li> <li>• <b>What are the implications for KOA staff?</b> <ul style="list-style-type: none"> <li>○ RCK outlined the staffing implications for KOA.</li> </ul> </li> <li>• <b>Are there any implications for non-teaching staff?</b> <ul style="list-style-type: none"> <li>○ Yes, there may well be implications for non-teaching staff.</li> </ul> </li> <li>• <b>What is the feedback from staff?</b> <ul style="list-style-type: none"> <li>○ They understand the decision and felt it is the right thing to do. There is acceptance of a difficult situation.</li> </ul> </li> <li>• <b>Councillors noted that because of the size of the academy chain, there exists the flexibility for staff to be re-deployed at different centres should the need arise.</b></li> </ul>	<b>Action 33-1</b>
8	<p><b>Education Report:</b></p> <p>Refer to the Principal's report for the details. Discussion matters and questions raised included the following:</p> <p><b>Attainment and Progress:</b> Councillors reviewed the detailed information provided regarding progress and actions linked for both primary and Secondary phases. These were discussed and reviewed and specific discussion items:</p> <ul style="list-style-type: none"> <li>• Primary: <ul style="list-style-type: none"> <li>○ Boys Writing 0% On Entry On Track +: <b>Councillors noted it is not uncommon for boys at this stage to be behind and there should be no undue concern. Nonetheless the intervention strategies in place were described and welcomed.</b></li> <li>○ <b>Are interventions reviewed?</b> Yes: they are constantly under review and adjusted according to impact.</li> <li>○ <b>Councillors noted that the early years data in general is encouraging.</b></li> <li>○ <b>Councillors asked what was being done where pupils demonstrated confidence, especially in Maths?</b></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Where pupils exhibit competence and confidence in the subject we concentrate on their depth of knowledge of the subject matter. <b><i>How is this explained to parents who might be concerned that pupils are being held back?</i></b> Parental workshops have been organised. ASd (a parent councillor) confirmed that these presentations are useful and informative.</li> <li>○ <b><i>Councillors commented there is a perception that PP pupils are outperforming other students in terms of progress. It was noted however that with small numbers of pupils concerned it is difficult to make direct comparisons.</i></b></li> <li>○ <b><i>Are we doing better year on year?</i></b> <ul style="list-style-type: none"> <li>▪ It is difficult to say, we need to be sure we compare like with like. <b><i>Councillors asked that, when available, year-on-year trends should be provided.</i></b></li> </ul> </li> <li>○ <b><i>Councillors asked EMD to identify her concerns for the primary phase.</i></b> <ul style="list-style-type: none"> <li>▪ PP – non PP gap, progress of SEND pupils gap. They are closing, but slowly.</li> </ul> </li> <li>○ <b><i>What is making the difference?</i></b> <ul style="list-style-type: none"> <li>▪ EMD outlined the strategies being employed including the use of Mighty Writer (a SEN tool) and high quality teaching.</li> <li>▪ <b><i>Councillors noted that PP expenditure is making a difference for students.</i></b></li> </ul> </li> </ul> <p><b>Action: ASd to explore further with EMD the primary Phase attainment progress when making a link councillor visit.</b></p> <ul style="list-style-type: none"> <li>● <b>Secondary phase:</b> <ul style="list-style-type: none"> <li>○ <b><i>Councillors noted and welcomed the much reduced PP – non PP gap that currently exists in Years 7 and 8. Clearly the efforts being made in primary to secondary transition work, interventions and quality first teaching is beginning to pay dividends.</i></b></li> <li>○ <b><i>Councillors also noted that the quality of teaching is showing signs of improvement.</i></b></li> <li>○ <b><i>Councillors agreed that investing heavily in Years 7 and 8 will prove to be of much benefit in the later years.</i></b></li> <li>○ <b><i>Councillors queried the lack of data for term 3 Maths following the mock tests.</i></b> <ul style="list-style-type: none"> <li>▪ The test paper was overpitched in terms of difficulty and therefore there was no meaningful data obtained.</li> <li>▪ <b><i>How do we know what progress is being made then?</i></b> <ul style="list-style-type: none"> <li>● Teacher assessments, 24% are on track.</li> </ul> </li> </ul> </li> <li>○ <b><i>Councillors noted with concern that behaviour is a significant barrier to learning in Year 8. Year 8 is to become a focus Trail and Councillors agreed to have a detailed review of this Trail in the next meeting.</i></b></li> <li>○ <b><i>Year 10 – Councillors noted the wealth of data provided and agreed that MPy and NRd should conduct a detailed review of the HAS/Disadvantaged student Trails during their next visit to the school, which is imminent.</i></b></li> <li>○ <b><i>Councillors welcomed the very detailed analysis and identification of key issues throughout the year groups contained in the Principal’s report. They expressed concern that there may be too much data which makes it difficult at times to comprehend, and it was suggested that future reports should concentrate on headline data</i></b></li> </ul> </li> </ul>	<p><b>Action 33-2</b></p>
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	<p style="text-align: center;"><i>with more commentary, particularly relating to areas of concern and interventions.</i></p> <p><b>Action:</b> DOn to include Year 8 focus Trail on the agenda for the next AC meeting.  <b>Action:</b> MPy and NRd to review HAS/disadvantaged student focus Trails in their upcoming school visits.</p> <p><b>Attendance and Persistent Absence:</b></p> <ul style="list-style-type: none"> <li>• <i>Councillors noted from the data that the initiatives to address poor attendance although having an impact are not making an appreciable improvement upon attendance.</i></li> <li>• SJs outlined for Councillors the actions planned to address poor attendance and persistent absence in Term 4. <i>Councillors endorsed all that is being done to improve attendance and reduce persistent absence.</i></li> <li>• <i>Councillors asked about primary attendance.</i> <ul style="list-style-type: none"> <li>○ Currently Year 1 attendance is in line with the national average (96.2%).</li> <li>○ <i>Councillors noted that since it is a small group each student makes a more significant contribution to the data.</i></li> <li>○ <i>Councillors noted that 2 Year 1 pupils ought to be included in the persistent absence data.</i></li> <li>○ <i>It was agreed that Year 1 pupil attendance and persistent absence should be included in the overall data.</i></li> </ul> </li> </ul> <p><b>Exclusions:</b></p> <ul style="list-style-type: none"> <li>• <i>Councillors reviewed and noted the extensive data available for the recently introduced TRI initiative.</i></li> <li>• <i>Councillors welcomed the report that teachers who were previously sending out from lessons a higher number of students are now sending out fewer students following coaching.</i></li> <li>• <i>Councillors were concerned however that a number of Year 8 students were having difficulty accessing the curriculum due to behavioural issues.</i></li> <li>• <i>Councillors were very pleased and reassured by hearing about specific actions being taken to address behaviour and exclusions rather than generic description.</i></li> </ul> <p><b>Pupil Premium:</b>  JMy provided Councillors with some encouraging data which demonstrated that the PP – non PP gap is for most Year groups, particularly years 7, 8 and 9.</p> <ul style="list-style-type: none"> <li>• <i>Councillors also noted that for PP HAS students, there are “green shoots” emerging.</i></li> <li>• <i>Councillors commented that the Year 7 data presented was “possibly the best data we have seen”.</i></li> <li>• It was noted that the planned all-through school review of PP takes place later in the week and NRd will be involved.</li> </ul>	<p><b>Action 33-3</b>  <b>Action 33-4</b></p>
<p>10</p>	<p><b>Finance:</b></p> <p>Refer to the Business Manager’s report for the details. Question and discussion matters included:</p> <ul style="list-style-type: none"> <li>• <i>Councillors noted that the cost of supply teaching is a risk to the budget and welcomed the fact that it is being monitored</i></li> </ul>	

	<p><i>very regularly.</i></p> <ul style="list-style-type: none"> <li>• <b>Councillors welcomed the analysis of the need for supply teachers and the comparison with previous years. Councillors asked about the use of cover supervisors.</b> A cover supervisor is employed, but the school does not take out insurance cover as it is too expensive.</li> </ul>	
13	<p><b>Site/Legal/Health &amp; Safety:</b></p> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• <b>Councillors congratulated AGd regarding the “outstanding” H&amp;S audit.</b></li> </ul> <p><b>Site Condition:</b></p> <ul style="list-style-type: none"> <li>• Refer to previous discussion under “Risk”.</li> </ul>	
15	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Date of next meetings <ul style="list-style-type: none"> <li>○ 5<sup>th</sup> June 2017</li> </ul> </li> </ul>	

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
23 Jan 2017	32-1	<b>AGd to provide summary of red risks for future AC meetings</b> – on agenda, completed.	AGd	Closed
23 Jan 2017	32-2	<b>AGd to provide further clarification on the precise risks and mitigation plans relating to risk L2</b> – on agenda, completed.	AGd	Closed
23 Jan 2017	32-3	<b>Rck to arrange for risk E1 to be closed and replaced with a more meaningful risk</b> – on agenda, new risk raised, completed.	Rck	Closed
23 Jan 2017	32-4	<b>DOn/HWn to ensure a self-review of the AC is included on agenda for the June meeting</b> – ongoing.	DOn/HWn	Open
23 Jan 2017	32-5	<b>SJs to provide a CPOMS report to show a breakdown of data by key groups for the March 2017 AC meeting. The report should also include information showing trends</b> – ongoing.	SJs	Open
23 Jan 2017	32-6	<b>Rck to consider how best to address improvement plans for an all-through academy</b> – ongoing for the new academic year.	Rck	Open
23 Jan 2017	32-7	<b>EMd to provide to Councillors a copy of the original Acorn Improvement Plan so that progress is evident</b> – ongoing.  <b>Post-meeting Note: Plan provided and distributed to Councillors</b>	EMd	Closed
23 Jan 2017	32-8	<b>DOn and Rck to consider how to improve the effectiveness of the AIP review</b> – Principal's report revised to cover topic.	DOn/Rck	Closed
23 Jan 2017	32-9	<b>DOn and Rck to review progress on the all-through vision and report to the AC</b> – planned to convene a working group meeting and then report to AC, completed.	DOn/Rck	Closed
23 Jan 2017	32-10	<b>DOn/HWn to ensure a focus on persistent absence is included on the agenda for the next meeting</b> – on agenda, completed.	DOn/HWn	Closed
23 Jan 2017	32-11	<b>JMy to arrange a PP all-through school review in conjunction with NRd and ASd</b> – planned for 17 <sup>th</sup> March, completed.	JMy	Closed
13 Mar 2017	33-1	<b>Rck to provide Councillors with a copy of the Coasting Notice and the response</b>	Rck	New
13 Mar 2017	33-2	<b>ASd to explore further with EMd the primary Phase attainment progress when making a link councillor visit</b>	ASd	New



13 Mar 2017	33-3	<b>DOn to include Year 8 focus Trail on the agenda for the next AC meeting</b>	DOn	New
13 Mar 2017	33-4	<b>MPy and NRd to review HAS/disadvantaged student focus Trails in their upcoming school visits</b>	MPy/NRd	New