**KING'S OAK ACADEMY**

**Academy Council Meeting No 36**
**Monday 13 November 2017**

**Present**

| Academy Councillors | | | Sponsor Councillors | |
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| Richard Clutterbuck | Principal | | Diane Owen (Chair) | Sponsor Councillor |
| | Parent Councillor | | | Sponsor Councillor |
| Tim Anderson | Staff Councillor | | Sandra Slocombe | Sponsor Councillor |
| | Parent Councillor | | Martin Pursey | Sponsor Councillor |
| | Staff Councillor | | | Sponsor Councillor |
| Dan Nicholls | Executive Principal | | | Student Advocate |
| | LA | | | |

**In attendance**

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| Gemma Read | Vice Principal |
| Johnny Mailey (part time) | Ass. Principal |
| Richard Cormack (part time) | Ass. Principal |
| | Ass. Principal |
| Emma Mignaud | Primary Phase Leader |
| Andrea Gould (part time) | Business Manager |
| Hugh Wilson | Clerk |

**Apologies:** A Stallard, N Read, G Pine, T Taylor, A Rice, R Wellington.

| Item | Note | Action |
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| | **Pre-Meeting Discussion**<br><br>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 section 5 for further details. | |

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| | The Principal was then invited to join the meeting. | |
| 1 | **Introduction, Administration and Apologies**<br><br>• Apologies for non-attendance were received, and accepted, from A Stallard, G Pine, T Taylor.<br>• Late apologies were notified to the clerk and Chair after the meeting by N Read, A. Rice and R. Wellington. | |
| 2 | **Declarations of Interest:**<br>None declared. | |
| 3 | **Minutes of Previous Meeting:**<br> 18 September 2017:<br>• **Accuracy:** No inaccuracies were reported and the minutes were signed as a true record.<br>• **Actions:** refer to Appendix 1.<br>• **Re Action 33-2:** R Cormack and the Head of Science gave a presentation to Councillors to demonstrate how the culture within the Science faculty is changing to provide high quality teaching and learning for students. It is clear that it is not yet complete, but is a work in progress.<br>    o *At what stage do we move from low stake monitoring?*<br>        ▪ We have confidence in our observations, we know the staff, we need to allow the changes made to bed-in and then assess any further measures that may need to be taken.<br>        ▪ **Is there confidence that all members of staff within the department can improve?**<br>        ▪ We know who the weaker staff are but it is important to provide support and CPD at this stage – more formal steps will be used if needed.<br>    o *What are the Science predictions for this year?*<br>        ▪ Grade 9 to 4 – 72%. This is based upon current data plus 1 grade. A significant uplift from last year.<br>    o **Councillors commented that they were very impressed with what is being done and what is planned for the future in Science and were looking forward to hear of further updates during the course of the year.**<br><br>**Action: RCk to provide an update on the position in Science in the next AC report.** | **Action 36-1** |
| 4 | **Matters Arising:**<br>There were no matters arising from the previous minutes.<br><br>**CLF Review:**<br>RCk provided Councillors with a summary of the feedback provided following the recent CLF review. The recommendations are: | |

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| | • Urgency needed to ensure increased level of challenge, eg, in Science and Maths – he outlined for Councillors how this is being addressed.<br>• The purpose and rationale behind the Tutor period is not clear – the application and delivery is variable.<br>• Safeguarding – the school is compliant, but safeguarding needs to become the culture of the school.<br><br>**Action: RCk to provide a copy of the CLF Review report for Councillors when published.** | **Action 36-2** |
| 5 | **Achievement and Standards**<br><br>**Student Outcomes 2017:**<br>• Q1: *when did you know about the HAP boys whose Progress 8 performance is below expectations, and what is being done about it?*<br>   o It became apparent at the Term 1 data drop.<br>   o The boys have been identified, we know the subjects affected.<br>   o Mentoring of the individual students, by members of the SLT, is in place.<br>   o Engaging with parents is ongoing.<br>   o A suite of programmes, both voluntary and non-voluntary has been set up.<br>   o *How do we know there is no problem of this nature in lower years?*<br>       ▪ We are currently applying the same analysis to earlier years to ensure this is not the case.<br>• Q2: *Predictions – where are we with regard to KS3 predictions?*<br>   o The latest data is imminent and there is no real differences expected from the Term 6 data.<br>   o The Trails are expected to be similar to those already being monitored.<br>   o **It was agreed that on their next visit, Link Councillors would request and review the current data, particularly for Key Stage 3, to identify if there are any other Trails that need to be monitored.**<br><br>**Action: Link Councillors, on their next school visit to request the latest data for review and identification of any new Trails.**<br><br>• Q3: *Predictions – How confident are we regarding predictions in subjects other than English and Maths?*<br>   ▪ For Bucket 1 and 2 subjects we have confidence in our predictions.<br>   ▪ For Bucket 3 subjects, we are less confident since the grade boundaries are unknown.<br>       • We need to rely therefore on CLF moderation and the sharing of mock exams across CLF.<br>       • Currently, staff are erring on the side of caution.<br>       • It was reported that some schools, including KOA, are consulting with exam Boards to gain a better understanding of the grade boundaries.<br>   ▪ *Councillors noted that some primary students who were previously on track are now not on track, why?* | **Action 36-3** |

- This is not unexpected at this time of the year as following the summer break it is often the case that there is some regression. It is expected that they will have caught up again by the end of Term 2 and actions are in place to support individual students.

**Attendance:**
- Q4: *Although improving, there are clearly still issues affecting attendance, what are they and what is being done?*
  - Systems put in place to improve attendance are largely effective and more home visits are being made.
  - A relatively small number of students do have an adverse effect upon the data. RCk outlined for Councillors some case studies to illustrate this. Other reasons included:
    - Exclusions.
    - Term time holidays.

**Exclusions:**
- Q5: *Exclusion rates are still too high, is this due to the impact of the new Behaviour policy?*
  - Yes, however:
    - 56 exclusion sessions were down to 12 students.
    - 7 students failed the TRI system.
    - There were a number of high level (extreme) behaviour instances.

    - There are fewer issues with recidivists compared with 2016/17 demonstrating the positive impact of SEED provision.
    - The line on no swearing at staff is being held.
  - Students who were otherwise at risk of permanent exclusion have instead been transferred to another CLF academy for 3 days (which does not count as a fixed term exclusion). Parents have been informed in writing, noting the risk of possible permanent exclusion for repeat offending.
  - *What happens on their return, how is T&L affected?*
    - Due to the common curriculum and good liaison between the schools, the return to class is seamless.
  - RCk advised Councillors that a Year 2 student is at risk of being permanently excluded due to serious behavioural issues. The school is currently in consultation with the SENCO and the LA Inclusion officer.
  - *What % of students who are repeat offenders carry on in the next year?*
    - The trend appears to be an improving one, eg last year's Year 8, now Year 9, exclusions are down.

**Safeguarding:**
- Q6: *What has been the impact of the anti-bullying enrichment day initiative?*
  - There has been an increase in reporting. This does not mean there is an increase in incidents. It is anticipated that this will settle down. It was noted that the enrichment day had been planned due to the unusually low number of reports of bullying.

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| | o   Anti-bullying workshops for parents are being planned.<br><br>**Teaching and Learning:**<br>• Q7: *how do you know where you are?*<br>    o   There is a programme of assessment (T&L calendar).<br>    o   The reference point is Ofsted criteria, which are RAG-rated.<br>    o   Middle Leaders now more engaged, they talk to one another.<br><br>    o   **How is the work of middle leaders' quality assured?**<br>    o   Line management by SLT ensures QA via a common calendar of actions and scrutiny. This was not in place last year but is allowing for coordinated scrutiny this year.<br>    o   *What about in the primary phase?*<br>        ▪   EMd reported that T&L is reviewed forensically on a termly basis. She described the process to Councillors.<br>    o   **Councillors noted that an outcome of the recent review was that the SLT needed to be more direct in addressing T&L.**<br><br>**Disadvantaged:**<br>• Q8: *please explain the references to the PP Review Team and how this will impact on PP progress.*<br>    o   The Review Team comprises House Heads, SENCO, Phase Leaders and Attendance/Inclusion officer.<br>    o   Met for the first time 13<sup>th</sup> November.<br>    o   Their role is to:<br>        ▪   Provide a clear overview of PP students.<br>        ▪   Ensure PP students are identified.<br>        ▪   Review what is being done, including PP spending.<br>        ▪   Identify what else can /needs to be done.<br>    o   **Councillors noted that the PP spending plans do not currently identify primary phase specifically and sought assurances that the Acorn PP spend is included in the plan.**<br><br>**Action: JMd to ensure the PP Plan contains Acorn PP spending plans.** | **Action 36-4** |
| 6 | **SEF and Academy Improvement Plans (AIP):**<br><br>Refer to the report within the ACR (Page 10). RCk provided Councillors with a demonstration as to the relationship between the SEF, the Academy Improvement Plan (AIP) and subsidiary Rapid Improvement Plans (RIPs), and how they are linked.<br>• *Which of the Trails are making most progress and are there any concerns?*<br>    o   They are all making good progress. | |

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| | | o    There is a concern that progress on Attendance may stall.<br>o    Progress with Boys is the primary focus since any improvement there will directly have a positive impact upon HAPs and Disadvantaged/SEND. | |
| 7 | **Strategic Planning – All Through Provision and Governance:**<br><br>**Councillors noted that:**<br>• The Principal is re-visiting the staffing structure.<br>• The next enrichment day will feature a walk to the secondary schools for primary phase students.<br>• A further update on the all-through provision for the next AC meeting.<br>• A concern has been expressed that as an AC, we do not adequately cover governance for the Acorn. This is set to become more of a challenge as the Acorn grows.<br>  o   Councillors discussed how this might be improved and noted:<br>     ▪ In a still growing academy, is the AC of the right size to provide governance across primary and secondary phases?  It was noted that the TOR are the same for all CLF academies and maybe there is a case for revised TOR to suit an all-through academy. It was agreed that this is something to consider as part of the on-going strategic planning for the all-through academy.<br>     ▪ There is already a vacancy on the AC – for a LA sponsored councillor.<br>     ▪ Can we utilise the current vacancy and seek a parent from the Acorn to fill the LA vacancy. Necessary/desirable skills required would include people skills, early years experience and ideally previous school governor/councillor experience.<br>  o   It was agreed to seek potential candidates from parents of primary phase students.<br><br>**Action: EMd to solicit interest from primary phase parents for a Councillor role.** | | **Action 36-5** |
| 8 | **Risk Register:**<br>Councillors noted that the register has been updated to reflect previous comments and discussions. There were no matters arising. | | |
| 9 | **Finance, Health & Safety and Estates report:**<br><br>Refer to the Business Manager's report within the ACR.<br>• Councillors were delighted to note the completion of the Astroturf refurbishment and the uptake in lettings.<br><br>**H&S:**<br>**Action: AGd to contact MPy re future H&S meetings and visits.** | | **Action 36-6** |

| 10 | **Staffing:**<br><br>Refer to the Business Manager's report provided at the meeting.<br><br>Councillors were pleased to note:<br>• The appointment of an Attendance/Inclusion officer.<br>• The appointment of a new Librarian. | |
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| 11 | **Policies that Require Review:**<br><br>• Councillors noted that the new Complaints policy is a CLF policy, therefore there is no need for the AC to ratify it.<br>• It was agreed that following the recent review process, all the listed policies should be ratified for a further year.<br>• The KOA policy list is attached as Appendix 3.<br><br>**Action: RCk to provide a list of KOA policies to be attached to the meeting minutes.** | **Action 36-7** |
| 12 | **Events Within and Beyond Academy:**<br><br>Councillors noted:<br>• The date for the Christmas concert at the Colston Hall is Thursday 8th December 2017.<br>• Official Astroturf opening – TBA. | |
| 13 | **Student Voice/Student Advocate:**<br><br>Councillors noted the plan to conduct student voice on Wellbeing in the near future. This will include both secondary and primary phases. The outcomes will be reported in the January 2018 AC meeting. | |
| 14 | **Governance:**<br><br>• Link Councillor visit dates for Term 2 have been agreed.<br><br>**Action: DOn to meet with GRd to consider means of pre-populating Visit report proforma.**<br><br>**Training:**<br>• Councillors were reminded of the Training opportunities available and asked to consider their training needs and apply | **Action 36-8** |

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| | accordingly.<br>• When training is complete to advise HWn so that the Training Matrix can be updated.<br><br>**Action: HWn to re-distribute the CLF training schedule**. | **Action 36-9** |
| 15 | **Any Other Business:**<br>Date of next AC meetings<br>• 15 January 2018, 23 April 2018, 11 June 2018<br><br>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 |
|---|---|---|---|---|
| 5 Jun 2017 | 34-2 | **RCk to provide within future AC reports clear references to where further or more detailed data was available** - completed. | RCk | Closed |
| 5 Jun 2017 | 34-4 | **RCk to carry out analysis on the exclusion data to determine the impact of excluding the worst offenders from the data** – ongoing. | RCk | Open |
| 18 Sep 2017 | 35-1 | **RCk to arrange for bullying data to be broken out for primary and secondary phases** – completed. | RCk | Closed |
| 18 Sep 2017 | 35-2 | **RCk to provide evidence of the impact made by new staff in the Science department** – completed. | RCk | Closed |
| 18 Sep 2017 | 35-3 | **RCk to arrange for GRd to contact Councillors to arrange visits and provide a steer for each visit** – process agreed, completed. | RCk | Closed |
| 18 Sep 2017 | 35-4 | **HWn to forward to all Councillors NRd's visit report** – completed. | HWn | Closed |
| 13 Nov 2017 | 36-1 | **RCk to provide an update on the position in Science in the next AC report** | RCk | New |
| 13 Nov 2017 | 36-2 | **RCk to provide a copy of the CLF Review report for Councillors when published** | RCk | New |
| 13 Nov 2017 | 36-3 | **Link Councillors, on their next school visit to request the latest data for review and identification of any new Trails** | All | New |
| 13 Nov 2017 | 36-4 | **JMd to ensure the PP Plan contains Acorn PP spending plans** | JMd | New |
| 13 Nov 2017 | 36-5 | **EMd to solicit interest from primary phase parents for a Councillor role** | EMd | New |
| 13 Nov 2017 | 36-6 | **AGd to contact MPy re future H&S meetings and visits** | AGd | New |
| 13 Nov 2017 | 36-7 | **RCk to provide a list of KOA policies to be attached to the meeting minutes** | RCk | New |
| 13 Nov 2017 | 36-8 | **DOn to meet with GRd to consider means of pre-populating Visit report proforma** | DOn | New |
| 13 Nov 2017 | 36-9 | **HWn to re-distribute the CLF training schedule** | HWn | New |

**KOA Academy Council**

**Councillors Questions Register**

**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 follow up question(s) |
|---|---|---|---|---|
| 5 June 2017 | Gender Gap | Do we understand the issues around the gender gap, the underperformance and achievement of boys? | 🟥 | 13 Nov 2017 |
| 5 June 2017 | Outcomes/Performance data | How confident can we be with regard to the predicted outcomes? | 🟧 | 18 Sept 2017 |
| 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? | 🟩 | 13 Nov 2017 |
| 5 June 2017 | Attendance | What is the school doing to address and improve attendance? | 🟧 | 13 Nov 2017 |
| 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? | 🟧 | 13 Nov 2017 |
| 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? | 🟩 | 13 Nov 2017 |
| 18 Sept 2017 | Safeguarding | With regard to bullying, how much is down to cyber bullying? | | 13 Nov 2017 |
| 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 |

Policies are monitored through reports to Academy Council meetings by key staff and through evidence gathered during school visits by Academy Councillors. Monitoring information will therefore be recorded in Academy Council minutes.

| Policy | Stat. | Version No. | Date of last change | Date of last review |
|---|---|---|---|---|
| **Admin and Corporate** | | | | |
| Accessibility Plan | S | | | November 2017 |
| Admissions Policy 2019 | S | N/A | | November 2017 |
| Charging and Remissions | S | 1.0 | 19 September 2016 | November 2017 |
| Community Cohesion | | 1.0 | 19 September 2016 | November 2017 |
| Complaints | S | 3.0 | September 2017 | November 2017 |
| Data Protection | S | CLF central policy | September 2017 | November 2017 |
| Equality Information and Objectives | S | 1.0 | September 2016 | November 2017 |
| Equality Duty | | 1.0 | September 2016 | November 2017 |
| First Aid | | 1.0 | October 2016 | November 2017 |
| Freedom of Information | S | 1.0 | September 2016 | November 2017 |
| CLF Academies Health & Safety | S | CLF template | July 2017 | November 2017 |
| ICT Acceptable Use | | 1.0 | September 2016 | November 2017 |
| ICT Security | S | 1.0 | November 2012: Adopted across federation: Part of Employee Handbook | November 2017 |
| Internet & Acceptable Usage | | 1.0 | November 2012: Adopted across federation: Part of Employee Handbook | November 2017 |
| Off-site and residential trips | | 1.0 | September 2016 | November 2017 |
| **Education** | | | | |
| Collective Worship | | 1.0 | September 2016 | November 2017 |
| Curriculum | | 1.0 | September 2016 | November 2017 |
| Exclusions | | 1.0 | June 2017 (CLF wide) | November 2017 |
| EYFS (Early Years Foundation Stage) | S | 1.0 | September 2016 | November 2017 |
| Marking Policy | | 1.0 | September 2016 | November 2017 |
| SRE (Sex & Relationships Education) | S | 1.0 | September 2016 | November 2017 |
| Teaching and Learning | | 1.0 | September 2016 | November 2017 |
| **Student** | | | | |
| Acorn Behaviour | | 2.0 | September 2016 | November 2017 |
| Anti-bullying | | 1.0 | September 2016 | November 2017 |
| Looked After Children | | 1 | New: November 2017 | November 2017 |
| Medical Conditions | | 1.0 | September 2016 | November 2017 |
| CLF Safeguarding | S | CLF template Version 6.5 | January 2017 | November 2017 |
| SEND Information Report | S | 2.0 | November 2017 | November 2017 |
| SEND and AEN | | 1.0 | September 2016 | November 2017 |
| Supporting Pupils with medical needs | S | 1.0 | September 2016 | November 2017 |
| TRI System Behaviour Policy | S | 2.0 | November 2017 | November 2017 |
| Uniform | | 1.0 | September 2016 | November 2017 |