

**KING'S OAK ACADEMY**

**Academy Council Meeting No 41  
Monday 15 October 2018 – 18:00**

**Present**

<b>Academy Councillors</b>		<b>Sponsor Councillors</b>	
	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Sandra Slocombe	Sponsor Councillor
Tim Anderson	Staff Councillor		Sponsor Councillor
Nicola Read	Parent Councillor	Vacancy	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
Richard Cormack	Ass. Principal
Katherine Ogden	Ass. Principal
Jonathan Mailey	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould	Business Manager
Sonia Tibbatts	Guest
Leigh Paul	Clerk

**Apologies:** Richard Clutterbuck, Gary Pine

Item	Note	Action
1	<p><b>Introduction, Administration and Apologies</b></p> <ul style="list-style-type: none"> <li>All were welcomed to the meeting.</li> <li>Apologies for non-attendance were received, and accepted, from Richard Clutterbuck and Gary Pine.</li> <li>Sonia Tibbatts was welcomed to the meeting. Sonia is a candidate for one of the vacant Sponsor Councillor positions and has previously met with both DOn &amp; Rck. Sonia was previously Head of a local Primary school.</li> </ul>	
2	<p><b>Declarations of Interest:</b> None declared. New forms were distributed to all for signing. LP collected the signed forms at the end of the meeting.</p>	
3	<p><b>Minutes of Previous Meeting:</b> <b>11 June 2018 &amp; 1 October 2018:</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 & 6	<p><b>Achievement and Standards/ SEF and Academy Improvement Plans (AIP) and Response to Ofsted</b></p> <p><b><u>Student Results July 2018</u></b></p> <p><b>We have been reassured about the use of moderation and cross-CLF assessments in order to improve reliability of predictions and yet there was again a difference between the predictions and final outcomes. Was this difference seen at other Academies? Was it due to a sudden dip after the last assessment point and if so are we clear what factors caused this dip?</b></p> <ul style="list-style-type: none"> <li>All Academies within CLF (aside from Bath &amp; KOA) were within 2/10<sup>th</sup> of prediction. KOA were 4/10<sup>th</sup>.</li> <li>English had a greater disparity as it seems the Students lacked ‘an authentic voice’ the confidence to think for themselves during the exam, and relied on Teacher led thinking during class discussions.</li> </ul> <p><b>Why had staff not addressed the lack of “authentic voice”?</b></p> <p>This was not picked up; it is one of the learning points from our analysis of exam papers. The current Year 11 should benefit from their experience of the CLF KS3 curriculum.</p> <ul style="list-style-type: none"> <li>Maths – There was not enough deliberate exam practice. The questions were modelled to the students in groups &amp; in class discussions, but not independently. It gave KOA false ideas on the strength of the students. Teachers didn’t have a strong idea on the new GCSEs particularly for the Higher end students who were not challenged enough.</li> </ul>	

<ul style="list-style-type: none"> <li>• Predictions came from the Mock exams in Dec 2017 &amp; February 2018. Students usually see an uplift in grades between February &amp; May; that didn't happen this year.</li> <li>• Other factors were exam pressure for students, there were more exams this year, and students who were given extra time access arrangements for their exams, didn't use this time, except in English.</li> <li>• A qualified staff member was not implemented until Jan 2018 (halfway through Yr11) for exam access arrangements. The current Yr11 have known their exam access arrangements since May 2018.</li> <li>• The new GCSEs are ALL exam based, and do not take in account coursework; KOA BTEC students fared better.</li> <li>• Not enough support was given to Students linked to exam access arrangements.</li> </ul> <p><b>What lessons have been learnt in predictions being different from actual results?</b></p> <ul style="list-style-type: none"> <li>• The Mocks were marked well.</li> <li>• Building confidence with the students is required. Encourage them to have an opinion surrounding an answer and be able to back it up.</li> <li>• The GCSE text was not introduced to Students until Yr11. The text should be introduced at Yr9</li> </ul> <p><b>With a disappointing set of results and progress 8 what is the school priorities for 2018/2019?</b></p> <ul style="list-style-type: none"> <li>• The Academy was predicting a negative Progress 8. There were issues with Yr11 attendance</li> <li>• Students will be required to work harder in Mocks and checks will be implemented to look at student books, against Mock results.</li> </ul> <p><b>What targets has the school set for progress 8 next year?</b></p> <ul style="list-style-type: none"> <li>• The target for Progress 8 is 0.25 with stretch at 0.4. Progress has improved for 4 years (except this year). Teaching requires improvement.</li> <li>• Yr11 were a challenging year group and had been throughout their time at KOA. The current Yr11s are completely different Councillor's challenged this point and noted that, based on Progress 8 data, students of a similar profile could have achieved better in a different school. The aim is for positive progress whatever the nature of the cohort. GRd agreed – we had got things wrong and needed to learn lessons.</li> </ul> <p><b>What challenge and support has the Academy received from the CLF executive team following the results?</b></p> <ul style="list-style-type: none"> <li>• Steps have been implemented to double down on data and begin intelligent intervention.</li> <li>• 4 Academies within CLF had Trust Plans to improve performance. KOA now has a Trust Plan.</li> </ul> <p><b>ACTION – Council to receive a copy of the Trust Plan ASAP</b></p> <ul style="list-style-type: none"> <li>• <b>Is there confidence that the Trust Plan will work?</b> <ul style="list-style-type: none"> <li>○ There is High Priority focus from CLF</li> </ul> </li> </ul>	<p><b>ACTION 41-1 GRd/DN</b></p>
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	<p><b>Outcome report actions includes the "Effective development of Middle Leadership through rigorous line management..."could RC provide more details on what specific steps will be put in place to ensure and measure the effectiveness and rigour?</b></p> <ul style="list-style-type: none"> <li>• Middle Leadership Management have begun to implement Quality Assurance, which includes; <ul style="list-style-type: none"> <li>○ Reviewing books for evidence</li> <li>○ Supporting Staff members</li> <li>○ Being candid with staff</li> <li>○ Data points being scrutinised via class, not only year groups.</li> <li>○ SLT (whoever has capacity) are not sticking with their own subjects, they are scrutinising across the subject range.</li> <li>○ A data drop is received every 5 weeks</li> </ul> </li> </ul> <p><b>ACTION – SLT to provide a Case Study in January 2019 to evidence how this is working.</b></p> <p><b>KS1 outcomes for reading 2% below national average – how will this be targeted?</b></p> <ul style="list-style-type: none"> <li>• It was explained that the figure is 1% below National Average and was attributed to 1 student. The Student was extremely reluctant to attend school, interventions included prying the student from the school gate. The student made huge progress, and eventually skipped into school; however, the progress did not extend to the required reading level.</li> </ul> <p><b><u>Teaching and learning</u></b></p> <p><b>What do we need to improve to secure a ‘good’ judgement in teaching in the Secondary?</b></p> <p><b>KOA is at the bottom of the league table of South Glo schools. There is concern among Parents that some subjects are not being taught by specialist staff members</b></p> <ul style="list-style-type: none"> <li>• A Music Teacher is currently on Sabbatical. The Head of Music is changing days to teach Yr11.</li> <li>• The Teacher currently teaching Yr11 Geography, whilst this is not the specialist subject, the teacher has 4 years’ experience teaching geography and is being supported by the Head of Geography.</li> <li>• KS3 students have more subjects being taught by non-specialist teachers.</li> <li>• Staff are being supported to make changes and improvements, and most are onboard wanting to make changes and be better.</li> <li>• Good outcomes are reported in Acorn.</li> </ul> <p><b>In the light of results and the need for fast improvements, what is the position with staff morale?</b></p> <p>Where needed, staff are being well supported.</p>	<p><b>ACTION 41-2 SLT</b></p>
	<p>:</p> <p><b><u>Attendance</u></b></p> <ul style="list-style-type: none"> <li>• Strong attendance from Reception and improved at KS4</li> <li>• Concerns in Yrs 8/9/10</li> <li>• Acorn Attendance</li> </ul>	

- Yr1 97.9%
- Yr2 97%
- Yr3 95.8%
- All attendance year to date is better than 2017/18
- 61PP recorded as persistently absent last year; however, interventions have led to 20 students now performing well and attending well.
- Unauthorised Holidays including PP children have risen slightly
- A student in Yr10 has Medical Issues
- A new attendance officer has been recruited
- From Term 2 the following is in place:
  - Rewarding PP students who have improved attendance
  - Weekly rewards for students
  - Assemblies to explain to students, the impact of missing school
- 1 Student had 77% attendance last academic year, is currently at 97% (2 days absence due to confirmed illness)
- The new Yr7 cohort have had a strong start.

**Safeguarding**

The recent audit and action plan was noted.

**ACTION: The Safeguarding Councillor will scrutinise the recent Safeguarding Audit and pose questions to Staff via email**

SSe noted one key issue identified within the audit was confusion over whether staff have read new Safeguarding details.

JMy advised that most staff have completed the on-line training but this requires signing-off.

**What is the position with updating Safeguarding information for Councillors?**

This needs clarification.

**ACTION: JMy to confirm arrangements for updating Safeguarding advice for Councillors.**

**ACTION  
41-3 SSe  
ACTION  
41-4 JMy**

**Behaviour**

- The new role call system is working, and students are calmer when entering school. Fewer incidents have been reported, although behaviour in lessons is not improving
- Guided Reading begins w/c 22/10/18 & Yrs7 & 8 beginning their day with numeracy skills
- 10 students have been identified with poor numeracy & literacy skills have safeguarding issues at home. Further students with higher needs have also been identified.
- **ACTION: Data comparison is required and to be sent to all councillors. 2017 v 2018 Behaviour**
- The detention system has been updated as previously the attendance was between 10-15%. This year has seen an improvement with attendance at 80%
- Calls are made to student's home if they fail to attend a detention. Parental engagement is better as Parents are invited to join the detentions.

**ACTION  
41-5 JMy**

	<p><b><u>Acorn Behaviour</u></b></p> <ul style="list-style-type: none"> <li>• Behaviour is excellent and noted by OFSTED</li> <li>• Some lunchtime issues were reported, which seemed to be negative issues from lunchtime supervisors. The lunchtime staff have been realigned and re-engaged and this has seen an improvement. Training is required for the lunchtime staff.</li> </ul> <p><b>AIP</b></p> <ul style="list-style-type: none"> <li>• <b>Given that improving parental communication was an Ofsted action point, is there sufficient focus on this in the AIP?</b> DN agreed that this may need reviewing. <b>ACTION: DOn to discuss with RCh how improving parental communication could be reflected in the AIP.</b></li> </ul>	<p><b>ACTION 41-6 DOn</b></p>
7	<p><b>Strategic Planning:</b> DOn explained about a proposal to set up a small sub-group to oversee the continued development of the vision for the All-Through Academy. This would be led by RCh. Diane Owen, Nicola Read, Andrew Bush and Gary Pine were willing to be part of this group. The meeting approved this proposal. The group would probably have their first meeting in Term 2.</p>	

8	<p><b>Risk Register:</b> This will be reviewed at the next meeting.</p>	<b>ACTION</b>
9	<p><b>Finance, Health &amp; Safety and Estates report:</b> <b>It was confirmed that 5% is taken from Academy income to access specialist departments, ie, HR, Finance, data, Safeguarding etc. It was queried if this was value for money?</b></p> <ul style="list-style-type: none"> <li>The 5% contribution is an average payment across the UK, variance could be from 3%-12% contributions. CLF works hard to keep the contribution at 5%.</li> </ul> <p><b>What has led to the overspend?</b></p> <ul style="list-style-type: none"> <li>The budget is broadly finalised in May and since then SEND funding has decreased and an approximate £12K reduction in SEL funding.</li> <li>An £8K increase during exams to include students with different exam access arrangements. 50% of the current Yr11 cohort have different access arrangements, including dyslexia, Anxiety, Scribes and extra time required for exams. The percentage of students who require different access arrangements is around average in comparison to other schools in the area.</li> </ul> <p>The 3G pitch income was as expected. Its busier in the Winter rather than the Summer. Further income could be generated from Birthday Parties, but additional funding would be required for changing rooms and facilities at the side of the pitch. The Pylons upgrade was funded by the Academy, approximately £2K.</p> <p><i>Andrea Gould left the meeting at 18:25</i></p>	
10	<p><b>Staffing:</b> Nothing to report.</p>	
11	<p><b>Policies that Require Review:</b> A revised Visit's Policy from CLF had been circulated. This policy was confirmed at the meeting and should now be published to school website <b>ACTION: RCK to ensure new Visits policy is published on website.</b></p>	<b>ACTION 41-7 RCK</b>
12	<p><b>Events Within and Beyond Academy:</b> Nothing to report.</p>	
13	<p><b>Student Voice/Student Advocate:</b></p> <ul style="list-style-type: none"> <li>Student voice/Advocate is to be carried forward to January 2019. The Yr7 report is required and the impact of Tiered Tutors for all year groups.</li> </ul>	
14	<p><b>Governance:</b></p>	

It was noted that the use of notebook was helpful to Councillors when composing questions for the SLT, however the detail seemed to go missing from Sunday evening.

**ACTION: DOn to check the technical issues over the use of the notebook to share questions.**

### Scrutiny

RCK and DOn recently attended a CLF scrutiny meeting. Councillors were asked to note the following recommendations made by the scrutiny committee:

The priorities identified for KOA that will be a focus for the Principal, SLT, EP and Academy Council are listed below.

1. Academy Council and wider governance to become more aware of warning signs across the provision so that there is a **more accurate assessment of risk and greater challenge to mitigate underperformance.**
2. In the short term, ensure that a focus on Year 11 secures **improved attainment and progress in 2019 in line with national benchmarks.**
3. Focus on improving the **quality of senior and middle leadership within the Academy**, so that the quality of teaching improves and is driven by improved leadership at all levels. This can be measured from baselines taken in September 2018.
4. Ensure systems, structures and processes support the performance across the **all-through Academy** so that standards of teaching and leadership improve.
5. Secure and embed and fundamental shifts **standards across the School for teaching and leadership.** Growing the best teaching and leadership that exists and setting new expectations and standards across the School.
6. Ensure that the new 'starts' to each day are built upon to **influence attitudes across the School so that there is a stronger and sustained ethos and culture** at KOA.

### Link Councillors

DOn circulated proposed Link Councillors for 2018/19. The following additions/amendments were agreed.

Nicola	Pupil Premium
Alice	Acorn & PP
Tim	Staff Wellbeing
Sarah	SEND

It was suggested x3 visits per year. Councillors to share notes after each visit using the standard pro-forma.

**ACTION: GRd will co-ordinate & liaise with Councillors for the visits by the end of Term 1.**

**ACTION  
41-8 DOn**

**41-9 GRd**

	<p><b>Academy Council Membership</b> Recruitment for further Councillors is ongoing.</p> <p><b>Trail Tracker</b> Councillor's reviewed and RAG rated the trail tracker: See Appendix 2</p>	
15	<p><b>Any Other Business:</b> Date of next AC meetings</p> <ul style="list-style-type: none"> <li>• 21 January 2019 – 6pm, 4 March – 6 pm, 13 May – 6 pm, 24 June – 6 pm.</li> </ul>	

The Meeting closed at 20:05

Approved .....

Diane Owen

Chair King's Oak Academy Council

Date: .....

## KOA Academy Council

## Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
11 Jun 2018	39-2	<b>RCK to look at adding a risk around staff retention/morale</b>	RCK	Open
1 Oct 2018	40-2	<b>Action 40-2:</b> Update/review following policies as per notes: 40-2.1 Accessibility Plan 40-2.2 Communications Policy and Procedures 40-2.4 Marking policy 40-2.5 T & L policy 40-2.6 Behaviour policy		Open
18 Oct 2018	41-1	<b>GRd/DN to ensure the Academy Council receive a copy of the Trust Plan ASAP</b>	GRd/DN	Open
18 Oct 2018	41-2	<b>SLT to provide a Case Study in January 2019 to evidence how the Quality Assurance checks implemented are working</b>	SLT	Open
18 Oct 2018	41-3	<b>SSe will scrutinise the recent Safeguarding Audit and pose questions to Staff via email</b>	SSe	Open
18 Oct 2018	41-4	<b>JMy to confirm arrangements for updating Safeguarding advice for Councillors.</b>	JMy	Open
18 Oct 2018	41-5	<b>Behaviour Data comparison is required and to be sent to all councillors. 2017 v 2018 Behaviour</b>	SLT	Open
18 Oct 2018	41-6	<b>DOn to discuss with RCK how improving parental communication could be reflected in the AIP.</b>	DOn	Open
18 Oct 2018	41-7	<b>RCK to ensure new Visits policy is published on website.</b>	RCK	Open
18 Oct 2018	41-8	<b>DOn to check the use of notepad and ensure it remains op for all to use during the proposal of questions prior to Academy meetings</b>	DOn	Open
18 Oct 2018	41-9	<b>GRd will co-ordinate &amp; liaise with Councillors for the visits by the end of Term 1.</b>	GRd	Open

**Appendix 2**

**King's Oak Academy Council Trail Tracker 2018 - 19**

A tick indicates when a trail has been scrutinised in depth at a meeting. Refer to the minutes for detail.

Trails will be RAG rated at the end of each meeting.

Trail/Focus Area	Status R/A/G Sept 2018	Meeting 1 15/10/18	Meeting 2 21/01/19	Meeting 3 4/03/19	Meeting 4 13/05/19	Meeting 5 24/06/19
Quality of Teaching & Learning	Secondary	✓				
Outcomes KS4		✓				
Outcomes KS3						
Outcomes KS2	New data needed					
Outcomes KS1		✓				
Outcomes Early Years		✓				
Disadvantaged						
SEND						
Attendance		✓				
Staff & student wellbeing						
HAP						
Boys						
Reading						
Safeguarding	Audit and plan	✓				
Culture						
Finance		✓				
Health & Safety						
All-through: vision & governance						