

**KING'S OAK ACADEMY**

**Academy Council Meeting FINAL  
Monday 16<sup>th</sup> December 2019 – 17:00**

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Diane Owen	Sponsor 1 ( <b>Chair</b> )	√	
Sandra Slocombe	Sponsor 2		<b>Accepted</b>
Sonia Tibbatts	Sponsor 3	√	
Gary Pine	Sponsor 4		<b>Accepted</b>
VACANCY	Sponsor 5		
Adele Rice	Student Advocate	√	
Katherine Ogden	Associate Principal	√	
VACANCY	Parent Councillor		
Nicola Read	Parent Councillor	√	
Sarah Franklin	Staff Councillor	√	
VACANCY	Staff Councillor		
Dan Nicholls	Executive Principal	√	
Andrew Bush	Local Authority Rep	√	
<b>Invited attendees</b>			
Jo Thorne	Acorn Primary Lead	√	
Katie Friedman		√	
Jodie Bennett		√	
David Tibbetts	Proposed Sponsor Councillor	√	

Item	Note	Action
<b>1.</b>	<b>Introduction, Administration and Apologies</b>	
1.1	Apologies were received and accepted from Sandra Slocombe and Gary Pine. A warm welcome to David Tibbetts who is a Proposed Sponsor Councillor and joins us as an observer for this meeting. David's proposal will be presented at COAC (Chairs of Academy Council) on Thursday 9 <sup>th</sup> January 2020.	
<b>2.</b>	<b>Declarations of Interest:</b>	
2.1	None declared.	
<b>3.</b>	<b>Minutes of Previous Meeting:</b>	
3.1	Monday 21 <sup>st</sup> October 2019 <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>	
<b>4.</b>	<b>Matters Arising:</b>	
4.1	No matters arising	
<b>5.</b>	<b>Quality of Education including curriculum developments</b>	
5.1	The Head of English (JB) had been invited to the meeting in order to report on progress in English (See Action 6.5.1). JB began by reporting on outcomes at GCSE for 2018.	
5.1.1	(JB) In the Summer (2018/19) English Language was marked at 0.78 (almost 1 Grade below) below the National Average. English Literature was 1.25 below the National Average. In analysing the reasons for these poor outcomes, 4 key areas were identified as follows.	
5.1.2	(JB) Issue 1: Not all Yr11 Students are able to access the Literature used and they are unable to decode the language. Issue 2: There is work required on Exam skills, and not enough homework was being set. Issue 3: Quality of Teaching was affected during Term 5 of 2019 due to a staff member having surgery and then a family bereavement. The Head of English was also absent during Term 5. As a result, 4 English Language and 1 English Literature groups didn't have a regular teacher. Issue 4: The Student Voice is that they don't need to pass English Literature, and that Literature is not important.	
5.1.3	(JB) Information was then presented on actions now in place to address these issues.	
5.1.4	(KOn) We have evaluated an accelerated Reader program and introduced a feedback and marking policy. KS4 have more exam conditions practice, and students are receiving more feedback, and live feedback. We are also telling them what they have done well.	
5.1.5	(JB) A more strategic view of exam access conditions has been taken ie, coloured paper and laptops. Teaching & Learning has improved here.	

5.1.6	(JB) There is a continued improvement to walking talking Mocks *(questioned in section 5.9), and all students are doing the same to ensure accurate moderation and better consistency. There is a stronger team in place.	
5.1.7	(JB) Improvements include students who are willing to have a go and who are much more invested in their learning.	
5.1.8	(KOn) We have just received the Mock results.	
5.1.9	(JB) In the light of the mock results, we are doing more explicit work on exam technique. Students are practising the exam timing ie, 10mins to answer a question. We know some answers lack depth and we know that Q5 on one paper requires improvement as it is worth 40 marks (½ of the available marks for the entire paper). We have previously seen that students didn't plan for this.	
5.1.10	(JB) The students sit two exams for English Literature, both are 1hr 45mins, there are also two English Language exams, 1hr 45mins and 2hrs 15mins.	
5.1.11	(JB) Our Mock results for 2019/20 are -0.64 for English Language and -0.49 for English Literature, both of which are an improvement on the Summer results.	
5.1.12	(JB) We are still battling staff absences with 2 staff members absent. There is a phased return for 1 member of staff in place. The Head of English is covering Yr11 classes and is also planning the cover for staff absence.	
5.1.13	(JB) The supply cover is the same staff member that had been at KOA on FTC (Fixed Term Contract). All Yr11 classes are where they should be, however this has had an impact on KS3.	
5.1.14	(JB) Having a Roadmap has been invaluable. The English department have joint planning time – Planned planning time, and are sharing ideas. This has been consistent across the faculty.	
5.1.15	(JB) There have been challenges – Lots of pressure, and increased expectations and holding teams to account. We are conscious of staff Health & Wellbeing.	
5.1.16	(JB) There have been a lot of changes in the school systems, and improvements to behaviour in class and Teaching & Learning. We are really hopeful for the future from the recent Mocks improvement. Further Mocks take place in Term 4, and Yr11 feel in a better place.	
5.1.17	(JB) Yr10 have been included in the Roadmaps and there is strong leadership in KS3.	
5.1.18	(KOn) I want to commend Jodie for her dedication to her department and across the school, it has been commendable.	
<b>5.2</b>	<b>Do you have any measure of outcome?</b>	
5.2.1	(JB) This will show in the blackbox information <i>(not available for this meeting due to the timing of the meeting and the date the results of mock exams were released)</i> .	
<b>5.3</b>	<b>Were the outcomes from the last academic year (2018/19) a shock?</b>	
5.3.1	(JB) The outcomes were not a shock, but the English Literature results and the Progress 8 results were.	
<b>5.4</b>	<b>Are you embedding expectations in KS3?</b>	
5.4.1	(JB) Yes, all throughout the school.	
5.4.2	(AR) Students are being told by colleges and apprenticeships that English Literature is not important.	
5.4.3	(KF) Some of this is beyond Jodie's remit, we are focusing on Literacy. There are gaps in the reading age and we are focusing on students with a reading age of 10 or below. There are a significant amount of students in KS3 with a low reading age.	
	<b>JB left the meeting at 17:37</b>	

**Commented [RO1]:** Katherine: I noted down -0.64 and -0.49 for Lang. And Lit respectively. Please can you check for accuracy.

<b>5.5</b>	<b>Do we attend to this in Acorn?</b>	
5.5.1	(JT) We do, we use a range of benchmarks, quality reading within the curriculum to endure that progress doesn't slow.	
<b>5.6</b>	<b>Is Jodie (JB) getting sufficient support and challenge?</b>	
5.6.1	(KOn) Katie (Friedman) has done a remarkable job in changing the thought process in English and Humanities, there is positivity in the change.	
5.6.2	(KF) Jodie has an infrastructure in her department now; the joint planning is going very well.	
5.6.3	(KOn) KF work with the school has been extended until Easter.	
<b>5.7</b>	<b>Is there targeted learning for children with gaps?</b>	
5.7.1	(KF) Individual teachers are looking at individual students and getting feedback. I'm going in to lessons, I've seen previously stressed out teachers teaching content and just getting through it – This is a lot better now.	
5.7.2	(DOn) This is encouraging work.	
	<b>KF left the meeting at 17:45</b>	
	<b>Student Outcomes</b>	
5.8	(KOn) There were positive outcomes from the Mock exams. Academy Progress was -1.16 – and we are hoping to see 1 mark improvement in the Summer (prediction for 2020 is -.024).	
5.8.1	(KOn) With last year's cohort we made a ½ mark improvement from the mocks to the summer exams. There are some pleasing results in Maths.	
5.8.2	(KOn) There is a concern with Combined Science, this had much lower marks than other schools as we do Triple Science at KOA. There are some concerns of the quality and consistency of teaching. Some students are not attempting to answer questions. A roadmap needs to be put in place for Science.	
<b>5.9</b>	<b>* What is a walking talking mock?</b>	
5.9.1	(KOn) The class work in groups working through each exam question.	
5.10	There is a concern with some SEND students. One is currently educated at Pathways and one not attending education at all. We have further concerns with some PP (Pupil Premium girls)	
<b>5.11</b>	<b>Are the predication based on results from transition?</b>	
5.11.1	(KOn) No, the prediction come from the teacher therefore we do err on caution.	
5.11.2	(KOn) There was improvement in French, but concern in Music – Further exploration is needed although the BTEC is submitted much later in the year.	
5.11.3	(KOn) The next Inset Day is a deeper dive for T3 & T4 with a focus on curriculum and mapping how we will get there. We will also focus on outliers, and not necessarily results based, but what is best for the child.	
<b>5.12</b>	<b>Is the Geography Teacher leaving?</b>	
5.12.1	(KOn) Yes, a new Geography Teacher that we have recruited from London is due to start shortly. Gemma Read is returning from Maternity Leave and will be working part time (approximately 4 days per week.) There is a roadmap in place to cover absences and gaps. and We are co-teaching to negate the need for supply cover.	
5.12.2	(AB) We do need to focus on Science, we had concerns last year. <b>ACTION: AB to visit the Science department</b>	<b>AB</b>

**Commented [RO2]:** Katherine: I did not make a note of the figure given during the meeting but certain it was not this. Please can you check.

5.12.3	<b>ACTION: Invite the Science department to the next meeting</b>	<b>LP</b>
	<b>Data – Primary Phase</b>	
5.13	(JTn) There are no concerns within EYFS. Baseline data is similar to previous cohorts. Four boys present are below National Average, and two of the boys are selective mutes who we are unable to assess. Early interventions are in place.	
5.13.1	(JTn) The new EYFS lead is working very well, and is the lead on Phonics. We are keeping a check on Summer babies but their progress is as expected.	
5.13.2	(JTn) Lots of robust conversations have taken place at core team meetings. We have perhaps been a little over ambitious on KS1 outcomes and we may see a dip but the data will be more realistic.	
5.13.3	(JTn) Work is taking place with PP families. We do need to be sharper and more precise. Teachers are less confident in assessing at greater depth. PiXEL assessments are enabling us to be more accurate.	
5.13.4	(JTn) Yr2 writing is a concern – there have been some challenging conversations with colleagues. There is some vulnerability in Yr2 with new colleagues and help is being given with planning. Spelling will be a focus for Yr2 along with Maths.	
5.13.5	(JTn) Yr3 KS2, there is gap in children able to provide writing. Yr 4 is a lower performing cohort with Yr4 having some complex needs.	
<b>5.14</b>	<b>Is there a concern with PP children in Yr3 &amp; 4</b>	
5.14.1	(JTn) Yes there is a concern but the PP children have other complex needs. Having done the PP plan, we do need to do more.	
<b>5.15</b>	<b>Do you have a plan?</b>	
5.15.1	(JTn) Nicky does but we need to be more concise with documentation. A significant amount of time is spent with PP children. <b>ACTION: Focus on PP Acorn children at next visit by link Councillor.</b>	<b>NR</b>
<b>5.16</b>	<b>There is reference to a recent Academy Review Meeting in the AC report. What was the outcome?</b>	
5.16.1	It was a positive meeting. The key issues discussed were what we already know.	
	<b>Pupil Premium</b>	
5.17	The new format for the PP Plan and Year 7 catch-up plan were noted.	
<b>5.18</b>	<b>Can you clarify the Progress 8 target in the PP plan as it does not make sense to aim for &lt; -0.2 P8?</b>	
5.18.1	It was agreed that the target would read better as a range of -0.25 to 0. <b>Action: Amend target in PP plan.</b>	<b>KOn</b>
5.19	It was noted that evidence of the impact of the PP plan would need to be a focus in future meetings.	
<b>6.</b>	<b>Behaviour, Attitudes, Personal Development</b>	
<b>6.1</b>	<b>Reachback Project</b>	
6.1.1	(JTn) Five students from the Secondary phase have been at Acorn on the Reachback project. There has been lot of success but also some low points. We have had to deal with some very challenging behaviours and had to upskill staff.	
6.1.2	(JTn) Some staff have found the project very difficult, but we are very invested in the students. It's been very positive seeing the older students help with the younger students. Perhaps for the next group of students the focus should be on those with poor academic progress rather than behaviour.	
<b>6.2</b>	<b>Would those students go through Thrive?</b>	

6.2.1	(JTn) It would be good for them to have a Thrive assessment.	
6.2.2	(KOn) We have done some things which align to our culture. This project is 1 yrs work	
<b>6.3</b>	<b>Will you do this again?</b>	
6.3.1	(KOn) Yes, we review every week and need to make some changes. We need to embed this as a strategy for supporting students from Y 5 to 8.	
<b>6.4</b>	<b>How did the Acorn students find it?</b>	
6.4.1	(JTn) EYFS didn't bat an eyelid. Yr4 found it challenging as they are used to being the oldest in the school. We had some challenging behaviours and safeguarding issue from 1 student but he did moderate his behaviour.	
<b>6.5</b>	<b>How was the project funded?</b>	
6.5.1	There was no additional funding: from our own resources.	
<b>6.5.2</b>	<b>Has this detracted from other work therefore?</b>	
6.5.3	We are looking to make some long term appointments to support this provision for the future.	
<b>6.5</b>	<b>Attendance</b>	
<b>6.6</b>	<b>We are not seeing a huge change in attendance</b>	
6.6.1	(KOn) Attendance is very frustrating. We have been issuing FPNs (Fixed Penalty Notice) and one prosecution. We are working with families and students.	
6.6.2	(DN) CLF attendance last week was not great. Several schools across the UK have closed due to sickness bugs. If a school closes due to a bug they gain 100% attendance but we do not utilise that strategy. There is a lot of work to do.	
6.6.3	(KOn) More students are staying behind after school. Bad weather affects attendance, we are primarily a school that students walk to. Bad weather affected Parents evening.	
6.6.4	(JTn) Minerva Primary have implemented a new attendance program. Acorn will implement the same next term.	
<b>7.</b>	<b>Safeguarding</b>	
7.1	KOA received a score of 5/7 at the recent audit. SS (Safeguarding Councillor and unable to attend the meeting) had sent an emailed comment. She noted that the CLF lead stated that this is a good score but doesn't reflect the good work going on. SS will follow up key areas at her next visit.	
<b>7.2</b>	<b>Follow up safeguarding queries through meeting with Safeguarding lead.</b>	<b>SS</b>
<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
8.1	(KOn) Supply costs have improved. We are working very hard to keep the costs low as we spent over £250K last year. I have a daily 7am meeting to plan for cover, and we are rigorous on absence requests. We have a keeping in touch plan for long term absence and making more use of phased returns to support staff in returning to school.	
8.1.1	(KOn) We have recruited a supply teacher for Computer Science. We are forecast to spend significantly less on TAs than last year. <b>ACTION: KOn to check the negative figure on the supply total.</b>	<b>KOn</b>
8.1.2	(KOn) There is a change in culture for the RTW (Return to Work meetings)	
8.1.3	<b>Action: KOn to supply the figures again in T5 &amp; 6</b>	
<b>8.2</b>	<b>How does this fit with the budget?</b>	

8.2.1	(KOn) We are on track to meet Business Regulations this year. The Supply costs are paid from the KOA budget.	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
<b>10.</b>	<b>Policies that require review</b>	
<b>11.</b>	<b>Student Voice/Student Advocate</b>	
11.1	Positivity from Yr7	
<b>12.</b>	<b>Governance</b>	
12.1	David Tibbetts will join the Academy Council from January 2020.	
12.1.2	Two members of staff have indicated they would like to join the Academy Council.	
12.1.3	We have requested nominations for Parent Councillors in the next newsletter.	
<b>12.2</b>	<b>ACTION: AB &amp; NR to liaise with Rose (McCarthy) for visit dates/times</b>	<b>AB/NR</b>
12.3	All-through Governance. The sub-committee met recently and have produced a model that is available to view on Teams. It would mean more meetings for Councillors to attend. Ie, 4 full meetings and 4 sub-committee meetings. The proposed areas of focus for each committee were approved.	
12.3.1	We are looking to set a meeting mid-March and June and need to decide how the sub-groups will feedback to the full AC. The All-Through sub group will meet again at the end of January to progress these developments in Governance.	

12.3.2	The Sub-committees will consist of: Curriculum <ul style="list-style-type: none"> <li>• DOn, SF, DT, ST</li> </ul> Pastoral <ul style="list-style-type: none"> <li>• AB, AR, AS</li> </ul> Vulnerable <ul style="list-style-type: none"> <li>• NR, DOn, GP, AB</li> </ul>	
12.3.3	If the Pilot works, we would require confirmation from the Board.	
12.4	<b>ACTION: Report from SENCO at the next meeting</b>	<b>KOn</b>
<b>13.</b>	<b>Equality &amp; Diversity</b>	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
<b>15.</b>	<b>Any Other business</b>	
15.1	The Academy Council noted a very positive start to Term 1 & 2	

Meeting closed at 7:20pm

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
1 July 2019	5.28.1	Nicky Baker to present on Thrive at the first AC meeting next term – <b>UPDATE – Defer to later in the academic year</b>	RCK	Open
1 July 2019	10.2.3	KOn to provide an update on Staff well-being at the October 2019 AC meeting. – <b>UPDATE – Defer to later in the year</b>	KOn	Open
1 July 2019	14.6.1	Schedule in depth curriculum discussion	LP	Open
1 July 2019	14.6.2	KOn to request 360 feedback on the Academy Council from staff and what are the expectations from staff of the Academy Council?	KOn	Open
23 Sept 2019	6.2	KOn to maintain oversight of actions noted on Policy List	KOn	Open
16 Dec 2019	5.12.2	AB to visit the Science department	AB	Open
16 Dec 2019	5.12.3	Invite the Science department to the next meeting	LP	Open
16 Dec 2019	5.15.1	Focus on PP Acorn children at next visit by link Councillor.	NR	Open
16 Dec 2019	5.18.1	Amend target in PP plan.	KOn	Open
16 Dec 2019	7.2	Follow up safeguarding queries through meeting with Safeguarding lead.	SS	Open
16 Dec 2019	8.1.1	KOn to check the negative figure on the supply total.	KOn	Open
16 Dec 2019	8.1.3	KOn to supply the figures for supply costs again in T5 & 6	KOn	Open
16 Dec 2019	12.2	AB & NR to liaise with Rose (McCarthy) for visit dates/times	AB/NR	Open
16 Dec 2019	12.4	Report from SENCO at the next meeting	KOn	Open

Appendix 2

King's Oak Academy Council Trail Tracker 2019-20

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 2019	Meeting 1 21/10/19		Meeting 2 16/12/19		Meeting 3 10/02/20	Meeting 4 30/03/20	Meeting 5 06/07/20
		Acorn	Secon	Acorn	Secon			
AIP Trail1: Teaching		✓	✓	✓	✓			
AIP Trail 2: Culture		✓	✓	✓	✓			
AIP Trail 3: Leadership		✓	✓	✓	✓			
AIP Trail 4: Year 11		✓	✓		✓			
Outcomes Yr7-10								
Outcomes Yr1-4				✓				
Outcomes Early Years				✓				
Disadvantaged				✓	✓			
SEND								
Attendance		✓	✓	✓	✓			
Staff Wellbeing								
Student Wellbeing								
Safeguarding		✓	✓	✓	✓			
Finance								
Health & Safety		✓						
All-through: vision & governance				✓	✓			