

**KING'S OAK ACADEMY**

**Academy Council Meeting No 45  
Monday 1<sup>st</sup> July 2019 – 17:50**

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Diane Owen	Sponsor 1 ( <b>Chair</b> )	<b>√</b>	
Sandra Slocombe	Sponsor 2		<b>Accepted</b>
Sonia Tibbatts	Sponsor 3	<b>√</b>	
Gary Pine	Sponsor 4	<b>√</b>	
<b>VACANCY</b>	Sponsor 5		
Adele Rice	Student Advocate	<b>√</b>	
Richard Clutterbuck	Principal	<b>√</b>	
Alice Stallard	Parent Councillor	<b>√</b>	
Nicola Read	Parent Councillor	<b>√</b>	
Sarah Franklin	Staff Councillor	<b>√</b>	
<b>VACANCY</b>	Staff Councillor		
Dan Nicholls	Executive Principal	<b>√</b>	
Andrew Bush	Local Authority Rep	<b>√</b>	
<b>Invited attendees</b>			
Katherine Ogden	Acting Vice Principal	<b>√</b>	
Richard Cormack	Asst. Principal	<b>√</b>	
Emma Mignaud	Primary Phase Leader	<b>√</b>	

Item	Note	Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	Apologies were received and accepted from Sandra Slocombe.	
<b>2</b>	<b>Declarations of Interest:</b>	
2.1	None declared.	
<b>3</b>	<b>Minutes of Previous Meeting:</b>	
3.1	Monday 13 <sup>th</sup> May 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 matter arising	
<b>5</b>	<b>Achievement and Standards/SEF and Academy Improvement Plans (AIP) and response to OFSTED</b>	
<b>5.1</b>	<b>Student Outcomes</b>	
<b>5.2</b>	<b>What has been the focus and what could change? What is the main focus for 2020</b>	
5.2.1	(Rck) Our main priority has been Yr11; developing culture and raising aspirations. We have been checking on which students have logged on for revision sessions. Students receive feedback from class teachers at key points during the year. Next year we plan to bring the focus in much earlier, we tried not to implement too much change at once. We have recently brought in a daily routine for the current Yr10. We are treating them as Yr11, we have reconfigured tutors for Yr11 and implementing this early. We are driving the focus of teaching & learning throughout the school, particularly at KS3. We have 3 main lenses; <ol style="list-style-type: none"> <li>1. Curriculum Planning</li> <li>2. Culture &amp; Ethos</li> <li>3. Quality of Leadership at all levels</li> </ol> The key driver for outcomes will be planning and how we deliver, it is key. We need to plan better for Yr11 students and be less reactive.	
5.2.2	(EM) Our Reading strategy has worked; the strategy has been implemented during morning lessons. The priority for 2020 will be writing.	
<b>5.3</b>	<b>Predictions for Yr10 – There is a gap with boys – Will the needs be met for this group?</b>	
5.3.1	(Rck) We are questioning teachers and ensuring we are tracking expectations. We will continue meeting the needs of the pupils and constantly questioning. There is the big issue of raising literacy standards at KS3. We need to close the literacy gap; this is holding students back in Yr11.	
<b>5.4</b>	<b>When will we see if this is working?</b>	
5.4.1	(Rck) We should see results by January 2020. We will need to ensure that teachers and mid leaders are on top of this. This will be the focus of a new Associate Principal role.	

<b>5.5</b>	<b>How do you bring all strands together to maintain the focus on the pupil?</b>	
5.5.1	(Rck) We haven't been in-depth enough at recognising the barriers to learning.	
<b>5.6</b>	<b>What about those pupils who are not Pupil Premium?</b>	
5.6.1	(Rck) The driver is Pupil Premium, the rest will be tied with this. We are ensuring a one shop approach to barriers to learning.	
<b>5.7</b>	<b>(DOn) Congratulations to Acorn for their results.</b>	
5.7.1	(EM) Results are due on 9 <sup>th</sup> July. Acorn are ranking approximately 3 <sup>rd</sup> in the CLF. Our GLD is 81%; the National Average is 72%	
<b>5.8</b>	<b>Are there any interventions in place to reduce the Reading gap?</b>	
5.8.1	(EM) Acorn is very boy heavy and our curriculum is very much geared to boys, ie, dinosaurs. In Yr1 the ratio is 2:1 boys to girls. The gap in learning is SEND rather than boys falling behind.	
<b>5.9</b>	<b>Is there any provision for children who didn't pass phonics?</b>	
5.9.1	(EM) last year we taught phonics for the test and this backfired. This year we taught students to read, and reading is now very strong at Acorn.	
<b>5.10</b>	<b>Key students are underperforming – Have you had meetings regarding this?</b>	
5.10.1	(RCm) I met with 10 sets of parents in the last week and explained targets and predictions. We looked at behaviour, attendance, homework and revision and explained the importance of this to parents and students. We raised the awareness of behaviour and the use of different apps and revision guides.	
<b>5.11</b>	<b>Did everyone scheduled for a meeting turn up?</b>	
5.11.1	(RCm) All but one parent, but they have rescheduled.	
<b>5.12</b>	<b>Have the meetings been a surprise to parents?</b>	
5.12.1	(RCm) Not really, although some were surprised that some of the focus was on raising expectations, not just behaviour. We need to ensure that students are where they should be in terms of outcomes.	
<b>5.13</b>	<b>Attendance</b>	
5.13.1	(KOn) Attendance decreased in Term 5 with our new behaviour system implemented. We have had quite a lot of term time holiday.	
<b>5.15</b>	<b>Do we expect exclusions to decrease?</b>	
5.15.1	The new behaviour system has meant an increase in exclusions – we are monitoring if this is working.	
<b>5.16</b>	<b>How many students are currently on a reduced timetable?</b>	
5.16.1	We currently have 12 students in a reduced timetable. We have requested Medical Evidence for those students that are on long term reduced timetables.	
<b>5.17</b>	<b>Staff Attendance/Supply/Long-term sick – How does this look within the CLF?</b>	
5.17.1	(Rck) The same level of scrutiny is applied to staff. The Central HR department ensure we hold the correct RTW meetings and ensure that staff are aware that the students are missing out.	
<b>5.18</b>	<b>How can we expect students to attend if staff don't?</b>	
5.18.1	(Rck) I understand; we are heavily involved in the process.	
<b>5.19</b>	<b>What about celebrating successful attendances?</b>	
5.19.1	(Rck) We stopped trips this year due to the amount of effort and the amount of time that students spend travelling on a coach.	

5.19.2	(AR) We do celebrate attendance with 3 assemblies per year. We celebrate other good work also.	
<b>5.20</b>	<b>Safeguarding</b>	
5.20.1	(AR) The Safeguarding audit has been sent to Steve Bane. There are no issues.	
<b>5.21</b>	<b>Quality of Teaching</b>	
<b>5.22</b>	<b>How is the quality of student's books?</b>	
5.22.1	(RCK) It fluctuates with lessons. We have ongoing work with mid leaders and focusing on Yr10 preparation for Yr11.	
<b>5.23</b>	<b>Are the teachers improving quickly enough and what is happening if not?</b>	
5.23.1	(RCK) Some are and some staff have moved on. The improvement could be quicker, mid leaders are ensuring improvement beyond classes and clear targets for wraparound learning. There is collective drive to improve. Some staff are on informal support plans and some are moving to formal plans. We are doing more to line up performance management targets with the AIP.	
<b>5.24</b>	<b>Why are detentions held during lesson 1?</b>	
5.24.1	(KOn) It was proving difficult to manage after school detentions. Holding the detentions during Period 1 means we can pull the students from roll call and call parents within 24hrs. Students are aware of the sanctions if behaviour deteriorates during period 2-6. There is a small minority of students who continually miss period 1 but there is a bigger picture to their behaviour. Parent feedback is very positive, and often triggering parent meetings with staff.	
<b>5.24.2</b>	<b>ACTION: (DOn) Can we look further into behaviours and exclusions in the October meeting – How does the Academy deal with repeat offenders?</b>	<b>DOn</b>
5.24.3	It seems to be working – A short, sharp, shock.	
<b>5.25</b>	<b>Supply Teachers – Are the SLT spending enough time in hot spots for behaviour?</b>	
5.25.1	(RCK) We are ensuring we deploy staff in the right spots. It's not ideal, we need staff in place	
5.25.2	(KOn) We are trying to double up on staff within the problem lessons with short term supply.	
5.25.3	(RCM) The Science department have re-timetabled themselves to help cover lessons.	
<b>5.26</b>	<b>Could we have a clarification on Thrive? What does 'being' mean?</b>	
5.26.1	(EM) Different phrases – needs that should be met. A child has various stages of development that they should hit at various ages; <ul style="list-style-type: none"> <li>• BEING– 18mths-3yrs – Exploring the World with no thought</li> <li>• THINKING– 3yrs-4.5yrs</li> <li>• POWER OF IDENTITY – 4.5yrs-7yrs</li> </ul> The behaviours that the child displays are observed by teachers and a % given. <a href="https://www.thriveapproach.com/the-thrive-approach/">https://www.thriveapproach.com/the-thrive-approach/</a>	
<b>5.27</b>	<b>What is the impact of on Thrive behaviour</b>	
5.27.1	(EM) Child A displayed very disruptive behaviour and we have seen a huge improvement Child C suffers with Anxiety and attends CAHMs. There has been some improvement and the child now integrates during break times. The Thrive interventions are school based.	
<b>5.28</b>	<b>Is Thrive used at Secondary?</b>	

5.28.1	(AR) Yes, but mainly as an intervention. We have students who are at the 'BEING' stage – This is a huge barrier to learning. The Thrive programme is effective and a decision should be made on if the programme should be implemented throughout the whole school. <b>ACTION: Nicky Baker to present on Thrive at the first AC meeting next term</b>	<b>Rck</b>
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<b>6</b>	<b>Pupil Premium</b>	
6.1	(RCK) Steve Taylor (CEO) and the Principal of Begbrook Primary school are undertaking a review of PP at KOA tomorrow (02/07/19). They will look at the experience of a PP student at KOA through the lens of the student.	
6.1.1	There is 3yr trend of PP students improving grades by half a grade. All students have a ¼ grade uplift. The PP gap is not huge: the issue is that we are not doing well enough with all our students. (See the PP presentation within the document pack). RCK gave a detailed presentation which was a review of the impact of the PP Plan and Year 7 catch-up plan, highlighting successes, interventions that have not had much impact and next steps.	
6.1.2	MINTCLASS – This is a program used to establish Premier Seating in classes. Its currently too varied, it works very well when it is used, but not well if it is not adhered too.	
<b>6.2</b>	<b>Is MINTCLASS used in Acorn?</b>	
6.2.1	(EM) No, the class are assigned seats	
6.2.2	(SF) The class teacher is aware of the PP students as they have the same students all day every day.	
<b>6.3</b>	<b>Homework Club</b>	
6.3.1	Homework Club is not being used effectively. Some students are not able to do homework at home for an array of reasons. We find it works better calling it Period 7 and insisting students attend. We use the 'Show My Homework' app but this is not bespoke, the teachers can only set homework for the entire class; we are looking at an app that will allow class teachers to set bespoke homework for each student.	
<b>6.4</b>	<b>Whole School CPD</b>	
6.4.1	The attainment gap between PP and non-PP students is not closing quickly enough. We need to align the DTC (Development Teaching Cycle).	
<b>6.5</b>	<b>Ethos &amp; Culture</b>	
6.5.1	There is a huge amount of expertise and understanding the issues around barriers to learning; we are not co-ordinating effectively and not given enough direction. We are having meetings with parents.	
<b>6.6</b>	<b>Parental Engagement</b>	
6.6.1	Acorn has had great success with engaging with PP parents. There is an issue at Secondary in engaging with parents. The Academy is getting new software installed to have parents evening appointments available to book online. We are also making the appointments for the PP parents.	
6.6.2	AR & Nicky Baker will be running monthly All-through Parent Forums next academic year.	
<b>6.3</b>	<b>Transitions – Yr6 to Yr7 and Nursery to Reception.</b>	
6.3.1	98 students have signed up to KOA Summer school. Students have to pay £5 to attend.	
<b>6.4</b>	<b>Aspirations.</b>	
6.4.1	We have an effective provision from the Careers Advisor but it is not efficient and we need to work with JCA and Tim Holmes from SGS College.	
<b>6.5</b>	<b>Attendance</b>	

6.5.1	We have a new Education Welfare Officer company providing EWO support. PP attendance has increased but it is still too low. We have 1 case due to be heard in Court shortly. We are currently reviewing our systems.	
<b>6.6</b>	<b>Inclusion/SEED</b>	
6.6.1	SEED was a place with specialisms in Literacy & Numeracy and barriers to learning. The SEED provision is being cancelled and not being replaced. Additional recruitment has taken place for a TA & HLTA with specialisms with Literacy & Numeracy. The more vulnerable learners within Yr11 will be targeted earlier.	
6.7	A School Counsellor is required but it is disjointed from the overall Pastoral provision.	
6.9	An Associate Assistant Principal has been recruited to raise standards for the Yr6 transition.	
6.10	Reading Recovery Methods. Progress has been made by the first cohort. Initial results show great progress with a 1yr lift in reading age in just 5mth	
<b>6.11</b>	<b>How long is the transition period from Nursery to Reception</b>	
6.11.1	(EM) We are mindful that parents want children in school ASAP, but we are also mindful that the children are in smaller groups therefore we have to find the right balance. We still do a home visit and then a 2-week transition	
<b>6.12</b>	<b>Many schools have dropped the home visit, does this work?</b>	
6.12.1	(EM) Yes, we really value this as we see the child in their own environment where the child is most confident.	
<b>6.12.2</b>	DO thanked Rck for the presentation which gave a very honest and detailed review of the PP Plan. Clearly the outcome of the review being led by ST will be important. <b>ACTION: NR to pick up the PP monitoring at her next visit.</b>	<b>NR</b>
6.13	Is there a way that the Academy Council could monitor PP better?	
6.13.1	(RCK) Perhaps year by year. NR has recently followed a Yr8 group of PP students and it was agreed that this should continue.	
<b>6.13.2</b>	<b>ACTION: Rck to add the PP presentation to Teams</b>	<b>Rck</b>
<b>7</b>	<b>Complaints</b>	
7.1	The Complaints information is compiled by the Ops Manager Cate Gilman and was circulated at the meeting.	
7.2	<b>We don't seem to be very timely in replying to complaints</b>	
7.2.1	(RCK) Cate Gilman deals with the complaints at Stage 1 and always keeps in contact with the complainant. They have been advised if there is a delay which is usually due to an investigation taking place.	
7.2.2	<b>Were there any common themes in the complaints received from parents?</b> Not really any common thread, usually an individual concern. The only general issue is around timeliness of contact with parents.	
7.2.3	(LP) The Complaints policy will be reviewed and updated by the CLF due to some of the deadlines within. Also, any letter that is sent to the complainant after the Stage 2 panel currently states will be sent the following day; the letter has to be agreed by the Panel, and then authorised by both Dan Nicholls and Briony Green, therefore the deadline is too short.	
<b>7.3</b>	<b>What will change – can we be updated?</b>	
7.3.1	(LP) Mainly the deadlines as it's very difficult to pull a panel together comprising a CLF Director, and Chair of AC and an Independent person within 10 days, along with co-ordinating a suitable time and date with the complainant. The Panel	

	requirements may also change to have 2 CLF Directors rather than an Independent as we don't have many independent people outside of the CLF that are available to help.	
<b>7.3.2</b>	<b>ACTION: LP to update the AC re: Complaints Policy.</b>	<b>LP</b>
<b>8</b>	<b>Strategic Planning</b>	
8.1	RCK is meeting with Briony Green on Thursday (04/07/19) and the All-through sub-group meets again on 08/07/19.	
<b>9.0</b>	<b>Finance, Health &amp; Safety and Estates report</b>	
9.1	N/A	
<b>10.0</b>	<b>Staffing</b>	
10.1	<b>There are some concerns for teachers' well-being, what happens next?</b>	
10.1.1	(KOn) We are unable to identify staff from the survey as it is anonymous. Student behaviour has had an impact on staff well being. We have a behaviour working group and we are celebrating staff who go above and beyond and we are also dealing with staff on a personal note.	
<b>10.2</b>	<b>What next?</b>	
10.2.1	(KOn) We have the Secondary survey which should help us focus on how we can improve.	
10.2.2	We need to find ways of helping staff socialise within the staff room	
<b>10.2.3</b>	<b>ACTION: KOn to provide an update at the October 2019 AC meeting.</b>	<b>KOn</b>
<b>11.0</b>	<b>Policies for review</b>	
11.1	N/A	
<b>12.0</b>	<b>Events within &amp; beyond the Academy</b>	
12.1	Nothing to report	
<b>13.0</b>	<b>Student Voice/Student Advocate</b>	
<b>13.1</b>	<b>ACTION: LP to add the Student Voice for Acorn &amp; Secondary paperwork to Teams.</b>	<b>LP</b>
13.2	Student Survey from Secondary - It would seem that Homework is a problem, and there is a perception of bullying and how students perceive the way bullying is dealt with.	
13.3	Student Survey from Acorn is positive from the students.	
<b>14</b>	<b>Governance</b>	
	<b>Councillors were asked to report briefly on positives/issues from recent visits.</b>	
14.1	ST has recently visited Acorn as SEN Link Councillor. There is a positive focus for TA's & HLTA's for next year.	
14.2	AR & SS have recently met re: Safeguarding. No issues.	
14.3	NR has met with the Humanities lead; issues were raised around a new syllabus. (KOn) A Managing Change process happened after options. A Psychology teacher is leaving KOA to join JCA, therefore we are now offering Sociology. We are in the process of recruiting a teacher (.4 cover) to complete Yr10-Yr11 GCSE Psychology.	
14.4	AS met with Music/PE. Concerns were raised around reduction in lengths of lessons. (KOn) Yr7 have been unable to have double PE lessons, this will change for the next academic year as all years will have 1 2hr lesson per week.	
<b>14.5</b>	<b>Some other CLF academies are having 3 PE sessions per week.</b>	



14.5.1	(KOn) Some of the academies are holding a theory lesson, we have held wellbeing lessons. The Government guidelines are for students to have 4hrs of PE per week; no school is able to adhere to this.	
14.6	DO met with the Computing lead in Secondary and leads of Maths in both phases. All spoke positively about curriculum development work. There are concerns in Maths/timetables due to a move to half-year blocks and computing time at KS3. Can you help us to understand the issues?	
<b>14.6.1</b>	<b>ACTION: Schedule in depth curriculum discussion.</b>	<b>LP</b>
<b>14.6.2</b>	<b>ACTION: KOn to request 360 feedback on the Academy Council from staff and what are the expectations from staff of the Academy Council?</b>	<b>KOn</b>
<b>15.0</b>	<b>AOB</b>	
15.1	This was EM final meeting with KOA prior to her beginning her new job in September. Thank you from all at KOA.	

The Meeting closed at 20:25

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
1 Oct 2018	40-2	<b>Action 40-2:</b> Update/review following policies as per notes: 40-2.1 Accessibility Plan 40-2.4 Marking policy 40-2.5 T & L policy <b>New Accessibility Plan, Marking policy and T &amp; L Policy to be prepared ready for approval Sept/Oct 2019</b> <b>UPDATE: 01.07.19 – Review Drugs policy</b> <b>Lone Working policy</b>	RCK	Open
04 Mar 2019	5.20.1	<b>KOn to provide exclusions/FTERPS case studies for the next meeting.</b> <b>UPDATE: See new Action 5.24.2</b>	KOn	Closed
13 May 2019	5.13.3	<b>KO to provide case studies for students on reduced timetable for the next meeting.</b>	KO	Closed
13 May 2019	5.29.1	<b>RCK to provide detail on the impact of the PP Plan and Year 7 catch-up plan for consideration at the next meeting.</b>	RCK	Closed
13 May 2019	14.2	<b>RCK to provide a report on complaints for the next meeting.</b>	RCK	Closed
1 July 2019	5.24.2	<b>(DOn) Can we look further into behaviours and exclusions in the October meeting – How does the Academy deal with repeat offenders?</b>	KOn	Open
1 July 2019	5.28.1	<b>Nicky Baker to present on Thrive at the first AC meeting next term</b>	RCK	Open
1 July 2019	6.12.2	<b>NR to pick up the PP monitoring</b>	NR	Open
1 July 2019	6.13.2	<b>RCK to add the PP presentation to Teams</b>	RCK	Open
1 July 2019	7.3.2	<b>LP to update the AC re: Complaints Policy.</b>	LP	Open
1 July 2019	10.2.3	<b>KOn to provide an update on Staff well-being at the October 2019 AC meeting.</b>	KOn	Open
1 July 2019	13.1	<b>LP to add the Student Voice for Acorn &amp; Secondary paperwork to Teams</b>	LP	Open
1 July 2019	14.6.1	<b>Schedule in depth curriculum discussion</b>	LP	Open
1 July 2019	14.6.2	<b>KOn to request 360 feedback on the Academy Council from staff and what are the expectations from staff of the Academy Council?</b>	KOn	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 01/07/19
Quality of Teaching & Learning	Secondary	✓	✓	✓	✓	✓
Outcomes KS4		✓	✓	✓	✓	✓
Outcomes KS3				✓		
Outcomes Yr2	New data needed		✓	✓	✓	✓
Outcomes Yr1		✓	✓	✓	✓	✓
Outcomes Early Years		✓		✓	✓	✓
Disadvantaged			✓	✓	✓	✓
SEND			✓	✓		
Attendance		✓	✓	✓	✓	✓
Staff & student wellbeing				✓	✓	✓
HAP			✓		✓	
Boys			✓		✓	✓
Reading				✓		✓
Safeguarding	Audit and plan	✓	✓	✓	✓	✓
Culture			✓		✓	✓
Finance		✓	✓		✓	
Health & Safety				✓		
All-through: vision & governance					✓	