KING'S OAK ACADEMY

Academy Council Meeting No 32
Monday 23 January 2017

Present

Academy Councillors			Sponsor Councillors	
Richard Clutterbuck	Principal		Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor			Sponsor Councillor
	Staff Councillor			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	Ass. Principal
Chris Ballard	Ass. Principal
Richard Cormack	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould	Business Manager
Steve Taylor	CEO of CLF
Hugh Wilson	Clerk

Apologies: T Anderson, T Taylor, G Pine, S Slocombe, 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	**Introduction, Administration and Apologies** • 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.	
		• Apologies for non-attendance were received, and accepted, from Tom Taylor, Tim Anderson, G Pine, S Slocombe, R Wellington and D Nicholls.	
2	**Declarations of Interest:** None declared.		
3	**Minutes of Previous Meeting:** **3 October 2016:** • **Accuracy:** No inaccuracies were reported and the minutes were signed as a true record. • **Actions:** refer to Appendix 1.		
4	**Matters Arising:** There were no matters arising from the previous minutes.		
5	**Governance:** **Risk Register:** • Councillors were provided with a summary of the "red" risks and agreed that this was very useful to focus attention on the most serious risks. It was agreed to adopt this format for future meetings. Councillors noted however, that the AC has a duty to review all risks within the register. • Specific risks discussed more fully were: ○ **L2 – Buildings maintenance becomes compromised….: *councillors queried why the risk level has not changed due to the mitigation plans and commented that if the mitigation is not reducing the risk then the mitigation plan should be changed.*** It was explained that within the school there are many areas in a poor condition with little or no funding available to address the issues. Following a detailed discussion it was agreed that at the AC meeting in March, AGd would provide further clarification on the precise risks and the mitigation plans to address them. ○ **E1 – OFSTED judgement: good academies not on track to becoming outstanding….:** in discussion and given where the school is currently (refer to SEF document) it was agreed that this risk should be closed and a new, more meaningful risk is opened in its place. ○ **G2 – Academy Council is not fit for purpose to provide effective governance of an all-through Academy: *councillors queried whether this risk should change from amber to green.*** In discussion, Councillors agreed the AC has improved and has become more effective in supporting and challenging the school, the mitigation plans are having an impact. However Councillors agreed to maintain the risk at amber for the present and in the June meeting will conduct a self-assessment of the AC. **Action: AGd to provide summary of red risks for future AC meetings.** **Action: AGd to provide further clarification on the precise risks and mitigation plans relating to risk L2.**		**Action 32-1** **Action 32-2**

	Action: RCk to arrange for risk E1 to be closed and replaced with a more meaningful risk. **Action: DOn/HWn to ensure a self-review of the AC is included on agenda for the June meeting.** **CLF Complaints Policy:** • Councillors agreed to adopt the CLF Complaints policy, this had been distributed previously for review. **Academy Councillor Training:** • The Councillor skills audit conducted in May/June 2016 was provided for information and it should be used to inform any training needs. In discussion it was agreed it would be good practice to conduct this exercise on an annual basis. • Councillors were strongly encouraged to take advantage of the training opportunities being provided by CLF. **Council Membership:** • Councillors were informed that Sonia Jackson has resigned from the AC due to personal circumstances. Councillors noted her contribution to the AC and wished her well. DOn undertook to write to her to thank her for her contribution to the AC. **Visit Report Proforma:** • Councillors were requested to complete the CLF Visit proforma following future visits to the school.	**Action 32-3** **Action 32-4**	

6	**Safeguarding:**
	
	Safeguarding policy:
	• The KOA specific version of the CLF safeguarding policy had been provided to Councillors for review prior to the meeting.
	• ***Councillors agreed to approve the policy.***
	Update including CPOMS data:
	• SSe visit note:
	   o "I did visit KOA and met with Adele Rice to observe further how CPOMS is managed and how well it is working. Overall, it is a good tool for monitoring and keeping track of students. The information going in is good, but the information coming out not so. Also Adele suggests that the types of issues, when comparing with other CLF schools, could be condensed".
	   o ***DOn asked ARe to clarify SSe's comments. ARe explained that staff are still exploring the different reports that can be produced through CPOMS and as with any new system, are gaining a view of which reports are most helpful.***
	• The end of Term 2 CPOMS report was tabled for Councillor review. Matters arising included:
	   o Councillors noted there are regular CLF-wide safeguarding meetings that review the CPOMS data.
	   o All CLF safeguarding data is in one place.
	   o ***Councillors noted the number of incidents under "mental Health" and queried whether this reflects a national trend?***		

	▪ Yes.
	   o **How are school staff made aware of mental illness concerns with students?**
	      ▪ Through CPOMS data/reports.
	   o **Councillors agreed it would be useful to see a report that includes key group data, eg SEND, PP, LAC, gender etc.**
	   o **Councillors also agreed it would be more useful to see trend data rather than a standalone report to determine whether safeguarding matters were improving or regressing and to determine the impact of any intervention.**
	
	Action: 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.
		Action 32-5

7	**Strategic Developments:**
	
	Academy Improvement Plans (AIP) Primary and Secondary phases:
	Refer to the updated AIP for the details. The Plan was made available to Councillors prior to the meeting for review. The principal briefly outlined the main changes. He reminded the meeting that it was a living document, subject to ongoing revision and invited Councillors to email any questions and comments at any time. **The RAG rating, where this has been completed, was welcomed.**
	
	Planned visits by councillors provide a means of monitoring the progress and impact of the AIP, eg:
	   • SJn visit to Acorn (refer to Principal's report for the detail). **Councillors noted her recommendations:**
	      o At least 1 extra member of staff seconded to do Thrive training – **councillors were pleased to hear further Thrive training is underway.**
	      o The AC agenda should always allow space for items relating to the primary phase – **councillors welcomed the comment and DOn & RCk undertook to examine how best to organise the agenda for future meetings to ensure that primary issues are not "squeezed out" due to time constraints.**
	      o Consideration be given to providing a sheltered outdoor learning area so that reception children can go outside in all weathers. **This recommendation was noted but not viewed as high priority.**
	   • DOn visit re AIP Strand 10 – Behaviour and Ethos (refer to Principal's report for the detail). Conclusions were as follows:
	      o During the visit, the school felt very calm and positive.
	      o The visit was very helpful in giving a greater clarity to how the new behaviour system operates and its positive impact was observed.
	      o Greater use of data has provided clearer insights into key issues and is informing future developments.
	      o The need for different strategies for a small group of students is recognised; there is a challenge in accessing alternative provision.
	         ▪ **In discussion Councillors queried what is being done in response, noting that it is more of an issue outside of the classroom?** Measures being considered included possibly restructuring the day for the small number of students involved.	

- It will be useful to do a further visit in perhaps Term 4 to follow-up the issues raised.
- Term 3 visits scheduled:
  - 6th February – MPy, MfL
- Acorn AIP
  - *Councillors queried why, since KOA is an all-through academy, do we create and maintain 2 separate Improvement Plans?*
    - It was explained that whilst a single AIP is a long term aim, at present the two phases are very different and some aspects of the improvement plan are developmental rather than improvement.
    - *Councillors offered the opinion that, if they are to remain separate for the time being, there should at least be linkages or cross-referencing for common strands.*
  - *There does not appear to be much evidence of progress shown in the Acorn plan.*
    - This is version 4 of the plan, it has been re-written and so the evidence of progress up to now is not clear. EMd undertook to provide to Councillors a copy of the previous version so that the progress is clearly evident.
  - *Please identify 2 areas of the AIP where there has been strong performance.*
    - Parental involvement – increased to 98% compared to 7% in Term 1 following an initiative where pupils wrote an invitation to their parents.
    - The Mastery Maths data is very positive.
  - *Please identify 2 areas of the AIP where the performance is not as expected.*
    - English at Year 1 data is not as expected.
    - Behaviour for Learning – parental understanding of the process is weak.
    - Both of these areas are now key strands in the revised Acorn AIP.
      - *How will we evidence progress?*
        - CPOMS data and parental voice.

DOn noted that there is a need to ensure that the review of the AIP by the Academy Council is focused on the key issues. Visits by councillors will support the process but the current AIP document as circulated to councillors is not easy to interpret. DOn undertook to discuss this with RCk.

Action: RCk to consider how best to address improvement plans for an all-through academy.
Action: EMd to provide to Councillors a copy of the original Acorn Improvement Plan so that progress is evident.
Action: DOn and RCk to consider how to improve the effectiveness of the AIP review.

Performance Management: CBd and RCk
Councillors were briefed concerning progress with the new developmental teaching programme recently launched: what has been done, is being done and what is planned. Highlights and discussion points included:
- 53 teaching staff, including 44 UPS staff are involved as either coaches or coaches.

	Action 32-6
	Action 32-7
	Action 32-8

- Action plans have been completed.
- Staff are sharing practice, high points and low points within focus groups.
- Feedback on the initiative is generally positive.
- *Councillors asked how do we measure the impact of the scheme?*
  - There are no metrics at present, the aim is to enable staff to be more confident and comfortable in their role. The impact will be evidenced by Objective 2 of the appraisal process which is focused on student outcomes. Staff have quantified the attainment and progress they expect to see in their classes as a result of the development of their teaching. So the metric for student outcome is in line with the CLF appraisal process
- *How do we know it is having an impact?*
  - Through monitoring of the departmental improvement plans.
- *What is the role of the coach, as a coach or a supervisor?*
  - It is a wide-ranging role and the aim is to wherever possible to match skills and expertise.
- *What about quality assurance?*
  - Not at present, the scheme is developing and staff are required to state at the outset what counts as success but this is related to objective 2: student outcomes
  - Initial plans and chosen areas of focus were quality assured by RCk and CBd.
  - RCk noted that 5 staff are subject to informal support/capability processes demonstrating that rigour is applied where needed.
- *Will the scheme get the school to be rated as "Good"?*
  - Yes, it will help. It was noted that the nature of the developmental teaching programme is to secure long term change which will take time to fully embed and have measureable impact.
  - Councillors noted that further updates should be provided at future meetings so that impact can be assessed.

All-through Vision:
- RCk reported that the working group has had its first meeting.
- RCk outlined for Councillors the initial plans for restructuring the curriculum for the primary phase and the early secondary years including staffing implications.
- In discussion, the points raised included:
  - *The potential impact on uniform for the transition years, currently primary and secondary uniforms are quite different.*
  - *The impact on non-Acorn pupils at Year 7 who have experienced a completely different curriculum structure.*
  - *The need to start now so that KOA can have some influence on curriculum work within the recognised feeder primaries.*

Action: DOn and RCk to review progress on the all-through vision and report to the AC.

Action 32-9

8	**Education Report:**	
	Refer to the Principal's report for the details. Discussion matters and questions raised included the following:	

Attainment and Progress:
- o Councillors reviewed the detailed information provided regarding progress and actions linked for both primary and Secondary phases. These were discussed and reviewed and specific matters raised included:
  - *Councillors noted that Science and maths departments were of particular concern.*
    - Issues identified were; a new leadership team in Maths and concern regarding the leadership in Science. *Councillors welcomed the additional specific actions in place to address the matters.*
  - *Councillors expressed concerns that reactive intervention appears to be necessary for some time to cover gaps in learning from previous years and would welcome some evidence that this will not recur.*
  - *Councillors welcomed the report that higher percentages of Year 7 (43%) and 8 (75%) PP students are on track. They agreed this needs to be sustained throughout the year groups.*
    - Intervention programmes.

Councillors welcomed the very detailed analysis and identification of key issues throughout the year groups contained in the Principal's report. Visits by link councillors will allow the AC to gain further insights into the work being undertaken to address key issues.

Attendance:
- *Councillors noted the frustrations being experienced in seeking to improve attendance and encouraged the school to drop actions that clearly are not having any impact and concentrate on measures that are.*
- *Councillors noted the frustration regarding the inability so far in recruiting the right person to lead attendance measures with families.*
- *Councillors were pleased to see lessons being learned from the HPA review and welcomed the ongoing support being received from HPA to address attendance matters.*
- *Councillors noted the increasing trend in persistent absence and agreed to review this aspect in detail at the next meeting.*

The Academy Council noted the efforts KOA is taking to improve student attendance and endorsed the measures being undertaken.

Action: DOn/HWn to ensure a focus on persistent absence is included on the agenda for the next meeting.   **Action 32-10**

Exclusions:
- *Councillors noted and welcomed the decrease in exclusion figures, especially in years 9-11 and noted the clear impact of the TRI system however more work needs to be done in years 7 and 8.*

	• **Behaviour:**
	SJs reported that the number of incidents within lessons has reduced but there has been an increase in issues reported during social time.
	Councillors welcomed this improvement.
	What steps are being taken to address issues at lunch/break? The Senior Team are looking at a range of solutions (see also under Strategic above) and will report further at the next meeting.
	
	Pupil Premium:
	Refer to the separate PP presentation for the details. Questions and discussion points arising included:
	    • ***Councillors noted that the PP Plan, which highlights the actions to be undertaken in the current academic year, with costs, is available on the school website for all to see***
	    • ***Is the plan up to date?***
	        ○ ***Yes.***
	    • ***How is the PP funding allocated?***
	        ○ Principally towards teaching and learning aspects, also a focus on literacy and numeracy catch up, refer to the plan for more specific details.
	        ○ Current year's funding is £208,175 and the total planned expenditure is £236094.
	    • ***Are there any restrictions on how we can use the funding?***
	        ○ The only proviso is that the money is used for the educational benefit of PP students.
	    • ***How do we improve parental engagement?***
	        ○ It is extremely difficult no matter what is done although recent events, eg Year 9 options and a Year 11 event, proved successful each with a higher turnout of parents.
	    • ***Councillors recommended it would be good to have some case studies demonstrating the impact of the funding.***
	    • JMy proposed to conduct an all-through school review of PP as a Councillor visit topic. ***This was welcomed by Councillors and JMy was requested to contact NRd and ASd to arrange a suitable time.***
	
	Action: JMy to arrange a PP all-through school review in conjunction with NRd and ASd.
	
	Parental Voice:
	Councillors received the results of the Year 7, 8 and 9 parental survey. There was insufficient time to review these in detail although the high level of positive responses were noted. Councillors were invited to review and address any comments or questions to the Principal.
		Action 32-11

9	**Student Voice:** CBd provided Councillors with an overview of a recent student voice exercise concerning behaviour. Discussion points arising	

	included: - There did not appear to be any difference in opinions based upon gender. - ***Where any reasons given for opinions expressed?*** o Some but not all. - ***Councillors noted that from elsewhere data demonstrated that poor behaviour in the classroom has reduced, student opinion suggested otherwise, perhaps this demonstrated that student expectations of behaviour have been raised.*** - ***Councillors agreed that student behaviour needs to be explored further in Councillor visits.***	
10	**Finance:** Refer to the Business Manager's report for the details. Question and discussion matters included: - ***Councillors asked how do we ensure that the savings measures chosen relating to building and maintenance are not going to increase the risks contained within the risk register (risk L2)?*** o The savings measures have been carefully considered and selected and assessed to have little or no impact upon operational aspects of the school. There is a high confidence that none of the measures will have an adverse effect upon risks in the risk register. - ***Councillors were very pleased to note that the business case submitted for funding to replace the Astroturf provision has been approved.***	
13	**Site/Legal/Health & Safety:** **Health & Safety:** - ***MPy undertook to attend the next school H&S committee meeting on 29th March 2017.*** - ***Councillors requested that a summary of accidents be presented at the next AC meeting.***	

15	**Any Other Business:**
	- Date of next meetings
	     o 13th March 2016
	     o 5th June 2016	

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
19 Oct 2015	24-4	**DO to raise a query about post-16 governance at the next meeting of Academy Chairs** – discussed at Chairs meeting and to be discussed further. Advice given is that the Academy Council should be concerned about teaching and learning (T&L) aspects of post-16 in the same way as KOA.	DOn	Closed
19 Sep 2016	29-2	**DOn to report to the Academy Chairs meeting the outcomes from the Councillors policy review and query the progress in developing CLF wide policies, particularly those under the Administration & Corporate heading** – completed.	DOn	Closed
14 Nov 2016	31-1	**AGd to update the Risk Register (RR) with agreed amendments and provide updated RR to Councillors** – completed.	AGd	Closed
14 Nov 2016	31-2	**RCk to revise the 2108 Admissions policy in accordance with the agreed amendments** – completed.	RCk	Closed
14 Nov 2016	31-3	**HWn to resend email containing details of the CLF training programme** – completed.	HWn	Closed
14 Nov 2016	31-4	**DOn/HWn to ensure that a detailed review of CPOMS data is included on the agenda for the January 2017 AC meeting** – on agenda, completed.	DOn/HWn	Closed
14 Nov 2016	31-5	**Councillors who are willing and able to participate in the proposed All-through vision plan working group should contact RCk** – completed.	All	Closed
23 Jan 2017	32-1	**AGd to provide summary of red risks for future AC meetings**	AGd	Open
23 Jan 2017	32-2	**AGd to provide further clarification on the precise risks and mitigation plans relating to risk L2**	AGd	Open
23 Jan 2017	32-3	**RCk to arrange for risk E1 to be closed and replaced with a more meaningful risk.**	RCk	Open
23 Jan 2017	32-4	**DOn/HWn to ensure a self-review of the AC is included on agenda for the June meeting**	DOn/HWn	Open
23 Jan 2017	32-5	**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**	SJs	Open

23 Jan 2017	32-6	**RCk to consider how best to address improvement plans for an all-through academy**	RCk	Open
23 Jan 2017	32-7	**EMd to provide to Councillors a copy of the original Acorn Improvement Plan so that progress is evident**	EMd	Open
23 Jan 2017	32-8	**DOn and RCk to consider how to improve the effectiveness of the AIP review**	DOn/RCk	Open
23 Jan 2017	32-9	**DOn and RCk to review progress on the all-through vision and report to the AC**	DOn/RCk	Open
23 Jan 2017	32-10	**DOn/HWn to ensure a focus on persistent absence is included on the agenda for the next meeting**	DOn/HWn	Open
23 Jan 2017	32-11	**JMy to arrange a PP all-through school review in conjunction with NRd and ASd**	JMy	Open