

KING'S OAK ACADEMY

Academy Council Meeting No 42
Monday 21 January 2019 – 18:00

Present

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Sandra Slocombe	Sponsor Councillor
	Staff Councillor	Sonia Tibbatts	Sponsor Councillor
Nicola Read	Parent Councillor	Gary Pine	Sponsor Councillor
Sarah Franklin	Staff Councillor	Vacancy	Sponsor Councillor
Dan Nicholls	Executive Principal		Student Advocate
	LA		

In attendance

Katherine Ogden	Acting Vice Principal
Richard Cormack	Ass. Principal
Catherine Wallbridge	Acting Ass. Principal
Jonathan Mailey	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould	Business Manager
Leigh Paul	Clerk

Apologies: Adele Rice, Andrew Bush, Tim Anderson

Item	Note	Action
1	Introduction, Administration and Apologies	
1.1	DO welcomed all to the meeting and advised that she had been confirmed as Chair of Academy Council by the board in December 2018. At the December COAC meeting, Gary Pine has had his term extended as Sponsor Councillor and Sonia Tibbatts was also confirmed as a new sponsor Councillor.	
1.1.1	Tim Anderson is retiring and will therefore resign as Staff Councillor. DO will send an email to thank TA for his service. There is now a vacancy for a Staff Councillor; DO & RCI will meet to discuss a replacement.	DO/RCI to progress filling Staff Councillor vacancy
2	Declarations of Interest:	
2.1	None declared.	
3	Minutes of Previous Meeting:	
3.1	17th October 2018 <ul style="list-style-type: none"> • Accuracy: No inaccuracies were reported, and the minutes were signed as a true record. • Actions: refer to Appendix 1. 	
4	Matters Arising:	
4.1	No matter arising	
5 & 6	Achievement and Standards/SEF and Academy Improvement Plans (AIP) and response to OFSTED	
5.1	Student Outcomes	
5.1.1	Predictions – Progress 8 data has improved by 1/10. Two students are at Pathways and one student is in Hospital Education so these students are now off-role. We are 1/3 grade down on where we need to be.	
5.1.2	English HAP Students are weak – What is happening to stretch them?	
5.1.3	The students are having 121 meetings and we are going to class teachers. There is a drive around the quality of teaching. The Teachers are meeting with RCI & the SLT. We are asking the teachers, ‘what strategies are you using that work well?’ and ‘what did you learn from the exams last year?’ also ‘where are the gaps in learning/curriculum’. Each teacher will advise how the pedagogy is working and how this will raise progress. The SLT are also dropping into lessons daily and following up with staff using scripts from DN.	
5.1.4	If those strategies don’t work, what then?	
5.1.5	Radical candour – challenge staff directly	
5.1.6	When would that be reviewed?	
5.1.7	We did similar with the middle leaders in November 2018. The next set of Mocks results will provide more data (due Feb 2019) We will review then.	

5.1.8	We are recording the accountability meeting to ensure staff accountability. This is being shared with CLF Central. We are able to see trends and plan for teaching that need to be changed.	
5.1.9	How many more data points are after the Feb mocks, and prior to the Summer exams?	
5.1.10	There are further mocks in March, and again 4 weeks prior to the Summer exams.	
5.1.11	How quick is the turnover from mocks to marking?	
5.1.12	Mocks are mocked by the Academies, it depends on how long they take. They were previously marked by the central team, but this meant one team of people marking exam papers for days on end. Staff gain greater insights into student strengths and weaknesses by marking the papers themselves.	
5.1.13	There is a slight raise in attainment, but boys English is very low, why is this?	
5.1.14	Boys literacy is low coming into Secondary education, they are unable to write to the required standard.	
5.1.15	If it has always been there, why the drop?	
5.1.16	More accurate data from the mocks. This is typical of what will be focused on and retaught.	
5.1.17	What happens if the attainment doesn't raise after the mocks?	
5.1.18	Interventions from SLT. We will pull students from class, rearrange classes, and have the CLF central team teach classes.	
5.1.19	There is lots of data for this meeting, too much, the dashboard had too many sheets. Could we have the main dashboard for the next meeting that wasn't sent.	RCI: Academy Council Data Sheet to be provided for future meetings.
5.1.20	What are the views on the AC report? Can you please email DO. The current is a standard document, please give views on how user friendly it is.	Councillors to provide DO with feedback on format of ACR.
5.1.21	Referring to the outcomes in the Acorn, the PP gap is more pronounced in Year 3. Are there any additional strategies in place for this year group?	
5.1.22	There is a significant crossover between PP and SEND students. We have 9 PP students and 5 students with PP/SEND and 1 student with PP/EAL. We have introduced new interventions and Maths 123. 2 of the PP students moved from Y to 0. There is a blip with rapid reading, the text is not suitable for the age group. We will roll out a new text from Yr2 which is suitable. We have 3 students who are on target, and 3 who are off target.	
5.1.23	What is the role of the middle leaders in Yr11?	
5.1.24	There are 2 stages. Teacher Accountability and Middle Leader Accountability. Maths/English/Science have large teams of teachers, History & Geography along with Sociology have smaller teams. We have class teacher accountability and how are they adapting	

	strategies. There is a 2-pronged approach with student & teacher, with accountability that both are doing all they can. We have implemented Hegarty Maths/Seneca learning, and 50 students have weekly mentoring.	
	Quality of Teaching and Learning and case study on quality assurance process. Short Power Point presentation – LP to send as an appendix to the minutes	
5.1.25	Do we have a sense that all of this is happening?	
5.1.26	Yes. Meetings took place after the results last year. Middle leaders asked for more of this and offered ideas and strategies to implement. The process is leading to quality improvement in teaching and learning. There are still areas of concern. There is difficulty with staffing in Science due to illness.	
5.1.27	How can the AC see that this is working?	
5.1.28	We are tracking outcomes and seeing the teaching and learning tracker. This is due to be updated at the beginning of Term 4.	
5.1.29	What ratio have we got for teachers, ie, Outstanding or Needs Improvement?	
5.1.30	Informal support plans. A middle leader will run the plan overseen by the Snr Team or SLT. We have 50 fulltime Secondary staff, 10 are on informal plans. 35% of staff are good. The remaining need plans or require improvement. We are unable to do this all at once – HR must ensure that this is fair to do the checks and balances and check the progress and quality of support. We have targeted timeframes and we can extend or remove from the plan. If no progress is made, staff will be moved to formal capability procedures.	
5.1.31	Can we presume none of these are teaching Yr11?	
5.1.32	Yes, they are still teaching Yr11	
5.1.33	How do we fix this?	
5.1.34	Where possible we have reshuffled timetables to mitigate this, but if the team is small, this is difficult. We have 2 Science staff on long term sick.	
5.1.35	Will this have a knock-on effect to the current Yr10 and other year groups?	
5.1.36	Possibly, but we are monitoring and working with the Central Team. Members of the Central Team are in English every day.	
5.1.37	Acorn has been rated Good. How are you pushing for outstanding?	
5.1.38	We are working around the key questions in the curriculum. We are standardising. We have 1 teacher on a support plan.	
5.1.39	What will happen if more teachers require support as the Acorn grows?	
5.1.40	The open plan building helps. We can see and support immediately. Support is available from HR. We are also monitoring and setting targets for the following term.	
5.1.41	(DN) We receive lots of support from other Primary Academies and the Executive Head, Susie Weaver. Teaching has improved since the OFSTED visit. We have 3 NQTs (Newly Qualified Teachers) who are doing well. The teaching is strong, and the PP gap is closing in the Foundation year group.	
	Curriculum to move to the next meeting	Agenda item for next meeting on Curriculum
5.1.42	Any feedback from staff on plans? Positive or negative?	

5.1.43	There is a worry on morale. Some find it OK, others find it intrusive. There are lots of preconceived ideas that are quite hard to change. Support plans have been kept apart from reviews. We have our AC review visit on Friday (25.01.19), some staff are nervous of this however RCI prefers the frequency of these visits.	
5.1.44	A lot of QA processes were put in place a few years ago. There is consistency and the middle leaders are happy with the way it is delivered giving everyone a chance to discuss and get different viewpoints. Problems occur when middle leaders haven't been candid.	
5.1.45	If the previous way worked, why change?	
5.1.46	We need to keep it fresh.	
5.2	Attendance	
5.2.1	25 Students in Year 8 are persistently absent. 3 of these students are school refusers, and we are working with Parents, and outside agencies. 2 have improved, but still working with the 0-25 team.	
5.2.2	Year 8 attendance is still a concern. Pupil Premium Persistent Absence has been reduced to 8, last year was 6. 3 students will not rise above 90% attendance, but we are looking at improving from 71%. There is a priority on home visits, and the new EWO is working well; it is a constant battle.	
5.2.3	I met with 4 Pupil Premium students and asked them about attendance. All the student knew the importance of attending school, but of the 4 students, only 1 students parents attended Parents Evening.	
5.3	Safeguarding	
5.3.1	KO is leading a project on behaviour and a focus on Mental Health. We are logging Mental Health incidents, and working to raise the profile, and reduce the stigma. There is lots of reporting because we are being thorough. 12 student Mental Health Ambassadors have been selected and received training. Staff will receive training from the Local Authority ensuring students and staff are comfortable to talk.	
5.3.2	The CAHMS threshold is very high, and lots of pushback on schools. Unless a student is suicidal CAHMS is unlikely to take on the case. We are awaiting a new Primary Local Authority Mental Health Specialist.	
5.3.3	We have held assemblies and 121s on Mental Health, and we have a LGBTQ group. Approximately 37 students have joined the group and have a voice and a profile. We have received a Bronze Award for Stonewall. A Student Mental Health questionnaire is being sent out shortly.	
5.3.4	What is happening in Acorn with regards to Mental Health?	
5.3.5	We are hosting workshops for parents on a Thursday and hoping to hold one in the evening to attract more Parents. We are offering support to Parents and referring to a counsellor if possible. 2 students are currently seeing the school counsellor.	
5.4	Behaviour	
5.4.1	There was a brilliant piece of work on Hotspots, is there a link between supply teachers & hotspots?	
5.4.2	Yes, we have re-grouped the students. Middle-leaders are ensuring that all cover is fit for purpose. SLT morning briefings are pin pointing problems and supporting and trying to manage rather than react.	
5.4.3	We are adjusting the needs of SEND and ensuring teachers are aware and going through Pupil Passports and using all the outside agencies.	
5.4.4	How does the Academy monitor students who are placed in other Academies for immersion (FTERP)	

5.4.5	We have daily contact with Engage, and visits with the student if they are at Engage for the long term. For an immersion, we share data, have daily briefings with staff, and ask for work to be set for the student so it can be sent back and be marked here.	
5.4.6	Is it just the SLT doing this?	
5.4.7	No it gets delegated.	
5.4.8	The support continues or is altered due to needs. The provision can change but the support doesn't stop.	
5.5	Pupil Premium Plan	
5.5.1	Is there an impact from the investment from having a school counsellor?	
5.5.2	We are looking to bring some studies for the next meeting if possible (need to ensure confidentiality). We are hoping to show what is working and what is not.	
5.5.3	Is there a proportionate spend on the Counsellor?	
5.5.4	Yes, the cost should be proportionate, and we can show this next time.	
5.5.5	Please bring the overall & proportionate cost on a spreadsheet next time.	Agenda item next meeting: Full briefing on PP spend and impact
5.5.6	Acorn AIP – Have you implemented Passports for Pupil Premium yet?	
5.5.7	No, we have filled in the tracker ready for the March Parents Evening.	
7.1	A Strategic Planning sub group has been set up – further information will be available in March.	
8.1	Risk Register	
8.1.1	The Risk Register was not shared. It is being worked on for accuracy and being reshaped to reflect the move to Clusters which means some roles (eg: finance, H & S) are being centralised. The education risk register is being worked on by Bryony Green and Wendy Hellin. The Risk Register will be discussed at the next meeting. The trail tracker will help us to ensure we do not lose sight of local risks.	
9.1	Finance, Health & Safety	
9.1.1	Why is the Health & Safety report delayed from the Audit in July 2018?	
9.1.2	RCI will find out.	RCI to check for outcome of H & S audit.
9.1.3	Are we in a better Financial position?	
9.1.4	Yes, we will not meet the target set by the business case but we project making 5% surplus. Cover costs are still a risk.	
10.1	Staffing	

10.1.1	We have recalibrated the Snr Team and we are creating more capacity within the Snr Team. The Central team is helping to Line manage teachers for Yr11 Teaching & Learning. We have CLF inhouse subject specialists in KOA from this week. DN has been instrumental in getting this going.	
10.1.2	There is a concern with the SLT work life balance.	
10.1.3	We appreciate the question raised from council. KO oversees Staff wellbeing. Can you continue to ask this question during your walk arounds.	
10.1.4	Do you have a cut off where you tell staff to go home?	
10.1.5	We did, but it has lapsed.	
10.1.6	(DN) The Employee Assistance programme has been well received and receives good feedback. It's well supported, and we try to reduce workload where possible.	
10.1.7	(KO) The real focus is on Mental Health, talking to the SLT and getting them to talk to us.	
11.1	Policies	
11.1.1	Behaviour policy was approved having noted that a reference to "converting fixed term exclusions" has been removed.	
12.1	Events within & 7 Beyond the Academy	
	N/A	
13.1	Student Voice	
13.1.1	KON presented results from a recent survey on the revised start of day processes (roll-call and guided reading in tutor-groups). Years 7/8 students were articulate, and feel safer with the new roll call system, and feel good about the uniform check and that they can borrow equipment.	
13.1.2	Years 9/10 struggle with the change. We need to ensure that we cater to the entire audience and don't waffle on at roll call.	
13.1.3	Mobile Phone Ban	
13.1.4	Years 7/8 thought the ban was positive, they are talking to other students, and were unaware of how much they were previously on their phones. All staff are adhering to the ban and advising students	
13.1.5	Yr9/10/11 students don't believe bullying has been impacted, but it has helped with Social Media.	
13.1.6	Guided Reading	
13.1.7	The selection is age appropriate, most tutors are helping students to understand, although we can't say with confidence that reading has improved.	
13.1.8	Rapid Reading has been implemented using Yr11 high achievers	
13.1.9	School Bells	
13.1.10	All say the bells are improving, but they are not always working. A new box has been ordered and will be implemented in February Half Term.	
13.1.11	A similar approach has been adopted at Acorn	
13.1.12	Whilst some of the feedback indicated it may help to make adjustments to the new system, it has been decided to continue with no change and ensure processes are full embedded before making any change, if still needed.	
14.1	Governance	

14.1.1	There has been some great input with T1 & T2 visits and some great notes.	
14.1.2	We have been impressed with the PE lead, very positive and engaging. The same with English, positive with the CLF.	
14.1.3	KO will be in contact for T3 visits. The focus is on the SLT & raising attainment.	KO: Co-ordinate next round of Councillor visits
14.1.4	ST will link with Acorn possibly for SEND/Reading	
14.1.5	SF will link with SEND for Secondary.	
14.2	Trail Tracker – See Separate sheet	
15.1	AOB	
15.1.1	COAC is scheduled 20.06.19 (5-7pm) DO is unable to attend. If anyone is able to attend in her place, please contact DO. This is a useful opportunity to gain a greater insight into CLF.	
15.1.2	The date of the final meeting will be changed from 24.06.19 to 01.07.19	

The Meeting closed at 20:06

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
11 Jun 2018	39-2	RcK to look at adding a risk around staff retention/morale	RcK	Open
1 Oct 2018	40-2	Action 40-2: 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	GRd/DN to ensure the Academy Council receive a copy of the Trust Plan ASAP	GRd/DN	Open
18 Oct 2018	41-2	SLT to provide a Case Study in January 2019 to evidence how the Quality Assurance checks implemented are working	SLT	Open
18 Oct 2018	41-3	SSe will scrutinise the recent Safeguarding Audit and pose questions to Staff via email	SSe	Open
18 Oct 2018	41-4	JMy to confirm arrangements for updating Safeguarding advice for Councillors.	JMy	Open
18 Oct 2018	41-5	Behaviour Data comparison is required and to be sent to all councillors. 2017 v 2018 Behaviour	SLT	Open
18 Oct 2018	41-6	DOn to discuss with RcK how improving parental communication could be reflected in the AIP.	DOn	Open
18 Oct 2018	41-7	RcK to ensure new Visits policy is published on website.	RcK	Open
18 Oct 2018	41-8	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	DOn	Open
18 Oct 2018	41-9	GRd will co-ordinate & liaise with Councillors for the visits by the end of Term 1.	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						