

KING'S OAK ACADEMY

**Academy Council Meeting No 25
Monday 14 December 2015**

Present

Academy Councillors		Sponsor Councillors	
Mandy Milsom	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor		Sponsor Councillor
Tim Anderson	Staff Councillor		Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
Tom Taylor	Staff Councillor	Sandra Slocombe	Sponsor Councillor
Dan Nichols (part time)	Executive Principal	Adele Rice	Student Advocate
Sonia Jackson	LA		

In attendance

Graham Penny	Vice Principal
Richard Clutterbuck	Principal (designate)
Simon Jones	Ass. Principal
Chris Baker	Ass. Principal
Emma Mignaud	Primary Phase Leader
Hugh Wilson	Clerk

Apologies: Chris Thomas, Gary Pine

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	<p>Introduction, Administration and Apologies</p> <ul style="list-style-type: none"> The Chair welcomed all present to the meeting. 	

	<ul style="list-style-type: none"> • In particular, DOn welcomed Richard Clutterbuck (new Principal – from January 2016), Alice Stallard and Nicola Read (new Parent Councillors) and Adele Rice (Student Advocate) to their first meeting of the Academy Council. Introductions around the table were made. • Apologies for non-attendance were received, and accepted, from Gary Pine and Chris Thomas. • Risk Register – available for review by Councillors. 	
2	<p>Declarations of Interest: There were none declared.</p>	
3	<p>Minutes of Previous Meeting: 19 October 2015:</p> <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	<p>Matters Arising: There were no matters arising.</p>	
5	<p>Governance:</p> <p>Academy Council Membership</p> <ul style="list-style-type: none"> • Parent Councillors – ASd has a child in Reception, whilst NRd has a child in Year 7 and has previous experience as a Governor at Primary school. • Student Advocate – ARE outlined her role at the school for Councillors. DOn noted that as a new student Advocate there is an opportunity to develop this role and ensure student voice is well represented at future Academy Council meetings • Following these appointments, the Academy Council is now full (13 members) for the first time since the school opened as a CLF academy. <p>Feedback from CLF Scrutiny Meeting (16th November 2015):</p> <ul style="list-style-type: none"> • MM reported that the scrutiny meeting had gone really well and was a very positive experience. • DOn observed that the school had prepared very well for the meeting and were able to respond to all questions asked. • Points arising from the meeting for the school to consider, and which the Academy Council should focus on and monitor, are as follows: 	

- A focus on narrowing the gap for boys; particularly high ability students.
- Improvement in Maths; particularly progress.
- A sharp focus on Humanities with close monitoring of progress in Geography and History.
- Improved attendance, especially year 11 and PP students.
- The accuracy of predictions especially in Science.
- A focus on raising the aspirations of staff and students.

Policies:

Health & Safety:

- Comprehensive.
- Councillors agreed to adopt.
- Councillors were pleased to note that MPy (H&S Councillor) evidenced impacts of the policy (via attendance at H&S committee meeting).
- Councillors asked how all staff are made aware of the new policy and MM explained that this will be done via e-mail and staff briefings.

Behaviour for Learning:

- Councillors observed that in producing a streamlined policy document a section which outlines behaviours leading to exclusion has been omitted. It was agreed the policy should be deferred to the next meeting pending further revision.

Complaints:

- Agreed in principle subject to feedback from Councillors by 18th December.

Malpractice and Maladministration (Exams):

- Agreed in principle subject to feedback from Councillors by 18th December.

Action: HWi to collate Councillor feedback on Complaints and Malpractice policies and pass to MM.

General:

Councillors agreed that the following policies will be reviewed at the next AC meeting (February 2016):

- Behaviour policy

Action 25.1

	<ul style="list-style-type: none"> • Accessibility Plan. • Single Equality Plan. • External and Internal Appeals against Controlled Assessment or course Work marking. <p>Action: DOn/HWi to ensure policies are included on the agenda for the February 2016 meeting.</p>	Action 25-2
6	<p>Strategic Developments:</p> <p>KOA SLT:</p> <ul style="list-style-type: none"> • Richard Clutterbuck, new Principal to start in January 2016. • Kris Bridgeman (vice-Principal) is due to return to his home school. • Graham Penny is to step down as vice-Principal to become Head of Maths. • Interviews for a new vice-Principal to take place 15th December. <ul style="list-style-type: none"> ○ DOn to participate in interviews on behalf of Academy Council. <p>Pupil Admission Number (PAN):</p> <ul style="list-style-type: none"> • When KOA opened in 2011, the PAN was set at 120. • In 2013, this was raised to 150 to take account of the situation at the Grange school. It was believed this was a temporary measure. • Councillors were concerned that SGlos. may consider 150 to be a permanent feature – it was noted that there had not been any discussion at Academy Council about a permanent change to a PAN of 150 and as to whether this was an appropriate PAN for the school. The only agreement had been to a temporary breach. Councillors were keen therefore to clarify the position • DNs advised there is a CLF process for changing the PAN either up or down, which includes a period of consultation and the deadline for any such consultation is very close. He undertook to seek advice on the matter and report back to DOn. <p>Action: DNs to seek advice re the KOA PAN and report back to DOn.</p> <p>Revised SEF:</p> <ul style="list-style-type: none"> • MM provided Councillors with an overview of the revised SEF which shows most sections of assessment still scoring 4 (requires improvement). • Councillors agreed that whilst most areas are showing improvement, there was insufficient improvement or insufficient consistency to be able to score any higher. • Councillors were concerned however how they should consider the Post-16 element of the school – it has its own academy council. Councillors noted that the same issue has been raised by other CLF academy councils. 	Action 25-3

	<p>Safeguarding Action Plan:</p> <ul style="list-style-type: none"> • Councillors briefly reviewed the action plan and noted that much of the work is already underway. A number of elements are shown as “on-going” and councillors agreed that this was appropriate and that actions should not be shown as complete until there is evidence that actions are fully embedded. • Councillors were pleased to hear that the school now has a much more secure feel. • Councillors were pleased to note the upcoming CLF schedule for safeguarding training, which includes training for Councillors. • It was agreed to review the action plan again at the February 2016 meeting. <p>Action: DOn/HWn to ensure the Safeguarding Action plan is included on the agenda for the February meeting.</p> <p>Acorn sub-group:</p> <ul style="list-style-type: none"> • Councillors reviewed and welcomed the notes of the Acorn sub-group. <p>Academy Improvement Plan (AIP) and linked Councillors:</p> <ul style="list-style-type: none"> • Councillors conducted break-out time with their respective SLT link. Feedback provided included the following: <ul style="list-style-type: none"> ○ Aim one: Academy Improvement and Curriculum: (Link NR) <ul style="list-style-type: none"> ▪ As a new Councillor, NR welcomed this opportunity to meet one-to-one with a member of the Senior Team ▪ Learned about how Progress 8 will work. ▪ Gaining an understanding of all the issues. ○ Aim Two: Personal Development, Behaviour & Welfare: (Link SS) <ul style="list-style-type: none"> ▪ Behaviour: the restorative system is not working for some students, especially “repeat offenders” and alternative solutions need to be found. ▪ The curriculum is a barrier for some students who perhaps would fare better with a more vocational curriculum rather than an academic stream. ▪ There is limited space for the students to eat at lunchtime, especially when it is wet. 	<p>Action 25-4</p>
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	<ul style="list-style-type: none"> ▪ There is limited opportunities for enrichment activities – the focus is on revision classes for Year 11. ▪ In some cases, parental support is not as strong as it could be with parents. ○ Aim Three: All through Ethos and Curriculum: (Link SJ) <ul style="list-style-type: none"> ▪ Identified the need to ensure Year 7 students do not regress (they are no longer the senior students in school) but rather ensure that teachers build upon their Year 6 achievements. ○ Aim Four: Teaching, Learning & Assessment: (Link DO) <ul style="list-style-type: none"> ▪ There have been lots of initiatives to support teaching and learning. The focus from Term 3 will be to embed these practices. ▪ A key question was the role of middle leaders in raising the standards of teaching and learning and how to empower middle leaders to take on greater leadership of this key area. ○ Aim Five: Outcomes (Link GP) <ul style="list-style-type: none"> ▪ Reviewed the current Progress 8 data. ▪ Identified some key students that ARe can support in her role. <p>Following this session, Councillors agreed that this was a very useful and effective exercise and a productive way of monitoring progress of the Improvement Plan.</p>	
7	<p>Education Report:</p> <p>Refer to the report for the details. Questions and matters arising included:</p> <ul style="list-style-type: none"> • Attendance: at 1.24% below the national average for the autumn term. <ul style="list-style-type: none"> ○ Is this due to illness? - There has been some illness but the main reasons are exclusions and unauthorised absences. ○ Year 11 girls are especially low, is there any specific reason? – it is a small year group and only a few students (in this case 5 or 6 girls) causes a disproportionate impact on the overall attendance figure. <ul style="list-style-type: none"> ▪ Is teaching a factor in this? – no. A huge amount of staff time is expended with these difficult to engage students. Some of the group of mainly able girls referred to previously have mental health issues. ▪ Are other agencies involved? – a number of agencies are involved with these students. • Exclusions: Councillors queried the exclusion process and this was explained. 	

	<ul style="list-style-type: none"> ○ Councillors noted that exclusions across the LA have increased compared to the same period last year. ● Student Outcomes: Councillors reviewed the mock test results and whilst encouraged by the maths outcomes were concerned especially with regard to English outcomes and queried what is being done to address the situation. <ul style="list-style-type: none"> ○ SJs outlined for Councillors the actions being taken, which includes; CLF support, extra sessions for a number of students, additional mock tests, etc. ○ Are the results and predictions robust? <ul style="list-style-type: none"> ▪ Yes, there is a significant amount of moderation both internal and external being utilised to ensure robustness. ▪ With the rigour now in place there is a tendency for staff to be more conservative with their assessments/predictions. ○ Is there an underlying problem? <ul style="list-style-type: none"> ▪ Coursework is strong. ▪ Students often have good ideas but communicating that on paper can be an issue. ▪ Students underperformed in the exam and in response there is an emphasis on exam technique/coaching. ○ Are there any further Year 11 data points this year? – yes, 2 more. ● Councillors asked if data for Years 7, 8 and 10 could be provided for the next meeting. ● It was noted that work is on-going in developing new assessment processes (“life-beyond levels”). DOn noted that councillors would need an update on any new systems. <p>Action: MMm to arrange for Year 7, 8 and 10 data to be provided to Councillors for the next AC meeting.</p> <p>Action: DOn/Rck to plan a presentation on assessment for a future meeting</p>	<p>Action 25-5</p> <p>Action 25-6</p>
12	<p>Site/Legal/Health & Safety:</p> <p>H&S: MPy</p> <ul style="list-style-type: none"> ● Attended a Health and Safety briefing session with the school. <ul style="list-style-type: none"> ○ Discussed the H&S plan and what actions were needed - this involved completing Risk assessments and COSH registers for the high risk activities in each department, namely DT, Science and PE. ● Offered to go back into school and help out/assist with this if required ● Councillors asked if all new staff were inducted on the H&S requirements of the school and were made aware of the schools H&S policy – MM confirmed that they are. <ul style="list-style-type: none"> ○ Asked to attend one of these inductions, and this is being arranged. ● It was confirmed MPy is the H&S Academy councillor for the purpose of the policy. 	

14	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Before closing the meeting, DOn wished to minute the Academy Council’s thanks to Kris Bridgeman for the contribution he made to KOA during his temporary secondment to the school. DOn then went on to thank Graham Penny and Mandy Milsom for their hard work and dedication as part of the Senior Team and wished them well in their future roles. Councillors showed their appreciation with a round of applause. • Date of next meetings <ul style="list-style-type: none"> ○ 29th February 2016 ○ 27th 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
21 Sep 2015	23-1	DOn/MMm to consider potential replacements for the student advocate and progress the filling of the parent vacancy – completed.	DOn/MMm	Closed
19 Oct 2015	24-1	MM to raise new risk concerning Safeguarding and liaise with Andrea Gould to update risk register as agreed above – ongoing.	MMm	Open
19 Oct 2015	24-2	MMm to present the safeguarding action plan at the next AC meeting – on agenda, completed.	MMm	Closed
19 Oct 2015	24-3	MMm to check with WHn re process for appointing Student Advocate – completed.	MMm	Closed
19 Oct 2015	24-4	DO to raise a query about post-16 governance at the next meeting of Academy Chairs – ongoing, to be a discussion topic at the next Chairs' meeting.	DOn	Open
19 Oct 2015	24-5	linked Councillors to provide feedback points to HWn for inclusion in the minutes – completed.	All	Closed
14 Dec 2015	25-1	HWi to collate Councillor feedback on Complaints and Malpractice policies and pass to MM	HWi	Open
14 Dec 2015	25-2	DOn/HWi to ensure policies are included on the agenda for the February 2016 meeting	DOn/HWi	Open
14 Dec 2015	25-3	DNs to seek advice re the KOA PAN and report back to DOn	DNs	Open
14 Dec 2015	25-4	DOn/HWn to ensure the Safeguarding Action plan is included on the agenda for the February meeting	DOn/HWi	Open
14 Dec 2015	25-5	MMm to arrange for Year 7, 8 and 10 data to be provided to Councillors for the next AC meeting	MMm	Open
14 Dec 2015	25-6	DOn/Rck to plan a presentation on assessment for a future meeting	DOn/Rck	Open