

KING'S OAK ACADEMY

**Academy Council Meeting No 24
Monday 19 October 2015**

Present

Academy Councillors		Sponsor Councillors	
Mandy Milsom	Principal	Diane Owen (Chair)	Sponsor Councillor
	Parent Councillor	Chris Thomas	Sponsor Councillor
Tim Anderson	Staff Councillor	Gary Pine	Sponsor Councillor
	Parent Councillor	Martin Pursey	Sponsor Councillor
	Staff Councillor	Sandra Slocombe	Sponsor Councillor
	Executive Principal	Vacancy	Student Advocate
Sonia Jackson	LA		

In attendance

Graham Penny	Vice Principal
Kris Bridgeman	Vice Principal
Andrea Gould	Business Manager
Simon Jones	Ass. Principal
Chris Baker	Ass. Principal
Emma Mignaud	Primary Phase Leader
Hugh Wilson	Clerk

Apologies: Tom Taylor, Tracie Larkin

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. DOn welcomed Sonia Jackson (LA Councillor) to her first meeting of the Academy Council. Introductions around the table 	

	<p>were made.</p> <ul style="list-style-type: none"> • Apologies for non-attendance were received, and accepted, from Tom Taylor and Tracie Lee. • Risk Register – reviewed by Councillors. Summary as follows: <ul style="list-style-type: none"> ○ E4 – Closed, with a new risk to be raised using this year’s targets. ○ E9 – Closed. ○ G2 – change probability from 1 to 2, colour change from green to yellow. ○ Add new risk re Safeguarding. <p>Action: MM to raise new risk concerning Safeguarding and liaise with Andrea Gould to update risk register as agreed above.</p>	Action 24-1
2	<p>Declarations of Interest: There were none declared.</p>	
3	<p>Minutes of Previous Meeting: 21 September 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. <ul style="list-style-type: none"> ○ 23-5: Councillors discussed the Safeguarding audit report, noting that the visit and report had been commissioned by the school. <ul style="list-style-type: none"> ▪ Councillor’s expressed concern at some of the issues raised in the report but it was agreed that there has been lots of evidence that Safeguarding of students at the school is strong. The issues identified concerned security and Councillors were very pleased to note that these are being addressed. It was agreed the action plan should be presented to the next AC meeting. ▪ SSe has agreed to be the Safeguarding Councillor for the short term and has already met with MM to discuss the Safeguarding Audit. SSe confirmed that the school had already taken positive steps to address issues raised in the report. ▪ Councillors noted that the Safeguarding policy is comprehensive but it needs to be monitored to ensure it is effective. Minor amendments were proposed and agreed and the policy was adopted subject to these changes being incorporated. ○ 23-6: Councillors welcomed the additional data relating to staff absence noting that such data could be utilised and monitored on a regular basis. Councillors were invited to review the data and if there were any questions, these should be addressed via DOn. <p>Action: MMm to present the safeguarding action plan at the next AC meeting.</p>	Action 24-2

4	<p>Matters Arising:</p> <p>There were no matters arising.</p>	
5	<p>Governance:</p> <p>Academy Council Membership</p> <ul style="list-style-type: none"> • Sponsor Councillor vacancy – MPs appointment has been ratified by the CLF Board as a Sponsor Councillor. • Parent Councillor – TLn has reluctantly resigned due to her increased work situation. The Council expressed appreciation for the contribution to school improvement she had made during her time as a Councillor. • Consequently there are now 2 Parent Councillor vacancies and there have been 2 expressions of interest recently. MMm following up (Action 23-1). • Student Advocate – Councillors were pleased to note that 3 staff members have expressed an interest in this vacancy possibly necessitating an election. MM undertook to check the process with WHn. • Staff Councillors – It was noted that Tan and TTr have reached the end of their 4-year term. Councillors considered the possible difficulties associated with electing replacements in a timely fashion and agreed to extend their term for a year (to September 2016) to enable the Council to carry on without impacting its effectiveness and in particular to maintain consistency at a time of change. <p>Action: MMm to check with WHn re process for appointing Student Advocate.</p> <p>Policies:</p> <p>Child protection (Safeguarding):</p> <ul style="list-style-type: none"> • Comprehensive. • Minor amendments proposed and agreed. • Councillors agreed to adopt subject to amendments agreed being incorporated. <p>Anti-bullying:</p> <ul style="list-style-type: none"> • Minor changes agreed, eg CAF becomes SAF. • Policy agreed, with a review in 2 years. 	<p>Action 24.3</p>

	<p>Early Years Foundation Stage:</p> <ul style="list-style-type: none"> • Agreed subject to minor alterations • Review in 1 year. <p>Sex Education & Relationships:</p> <ul style="list-style-type: none"> • Adopted pending a further review for primary School element. • Review in 1 year. <p>Collection Policy & Procedures:</p> <ul style="list-style-type: none"> • Agreed. <p>General:</p> <p>Councillors discussed policies in general, how and which policies should be reviewed and how often. It was agreed that a schedule of KOA specific policies should be compiled to ensure policies are programmed for review more effectively. DOn confirmed such a schedule is already in work.</p>	
6	<p>Strategic Developments:</p> <p>KOA Principal</p> <ul style="list-style-type: none"> • Councillors noted that interviews for the new principal were scheduled on 20th and 21st October. • 2 candidates to be considered. There was a third who subsequently withdrew. • Councillors were invited to participate in the selection process if available. <p>Acorn sub-group:</p> <ul style="list-style-type: none"> • Councillors reviewed and welcomed the notes of the Acorn sub-group. • Councillors were pleased to note that the good, positive start to the term has continued with a positive atmosphere. <p>Principal's Report:</p> <p>Questions and matters arising included:</p> <ul style="list-style-type: none"> • What happens at integration following exclusion? 	

- The integration process was described to Councillors.
- Are there any repeat offenders? – a few.
- The processes around award of behaviour points and rewards were discussed as well as their effectiveness, including restoration.
- Councillors were pleased to note that the central CPD topics had been determined via feedback from the staff survey.
- Progress 8 – Councillors were very pleased to note that based upon assessment 1 data, the Year 11 results are more positive than at the same time last year. Councillors were encouraged that external moderation has been utilised rather than being based purely on internal assessment.
- Councillors were reminded how Progress 8 gradings work.
- Has the data been shared with staff? – not yet but will be.
- Has coursework in subjects gone completely?
 - There is some controlled assessment in certain subjects.
- MMm acknowledged the support and attitude of staff to the new Improvement Plan.
- MMm also acknowledged the positive attitude of students, although a small minority are not as well engaged.
- Councillor’s queried how the quality of post-16 is being monitored in terms of governance. It was noted that there is now a separate academy council for post-16. However, it was agreed that, given KOA’s status as an all-through academy, there was a need for some oversight of the educational experience at all levels in order to reflect the vision of all-throughness. Greater clarity here is needed.

Action: DO to raise a query about post-16 governance at the next meeting of Academy Chairs.

Academy Improvement Plan (AIP) and linked Councillors:

- Councillors conducted break-out time with their respective SLT link. Feedback provided included the following:
 - Aim Two: Personal Development, Behaviour & Welfare – It was heartening to hear from Kris Bridgeman, the introduction of written postcards to students with a few words of encouragement and praise for doing something well, was really making a difference.
 - The feedback from students and parents was really encouraging.
 - The idea of small rewards to students is welcomed, it doesn’t have to cost much, but can have a great effect!
 - Pleased to hear that correct uniform is being worn by most!
 - More to do in other areas around safeguarding and improving attendance though.

Action 24-4

	<ul style="list-style-type: none"> ○ Aim Three: All through Ethos and Curriculum (Link SJ) – Aims of EM (Head of Primary Phase) are very clear and altogether admirable. In particular, we discussed the recent open evening with regard to the number of people who came. It was a great turn out with lots of positive comments. We discussed current numbers, which are lower than anticipated and how we could have marketed the school better. A hard marketing line was rejected due to wanting to build working relationships with the local primaries in the area. We decided that we would showcase our school which would encourage families to attend KOA. ○ Aim Four: Teaching, learning & Assessment (Link DO) – CB provided a detailed document outlining actions taken and outcomes. Clear evidence-based actions are in place and there is clarity around steps being taken to strengthen practice, particularly where evidence from learning walks and books reviews have identified areas for development. A further visit by DO will be arranged in Term 2. ○ Aim Five: Outcomes (Link GP) – SJ challenged re progress on actions previously agreed; using office wall space constructively, updating data where appropriate, developing 8 week plan for term 2. <p>Action: linked Councillors to provide feedback points to HWn for inclusion in the minutes.</p>	Action 24-5
7	<p>Education Report:</p> <p>Overview: MM</p> <p>Refer to principal’s report for the details. Discussion points and questions arising included at 6.</p>	
12	<p>Site/Legal/Health & Safety: AGd</p> <ul style="list-style-type: none"> • H&S audit report has been received. Councillors were very pleased to note the Good/Outstanding assessments. • It was requested/recommended that a Councillor attends the school H&S committee meetings held 3 times per year. MPy volunteered and agreed to check his availability for the meeting dates advised. <p>PMN: MPy confirmed he was available for the 3 H&S committee meetings.</p>	
14	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Date of next meetings <ul style="list-style-type: none"> ○ 14th December 2015 	

	<ul style="list-style-type: none">○ 29th February 2016○ 27th June 2016	
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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 – ongoing.	DOn/MMm	Open
21 Sep 2015	23-2	KB to make contact with SS given his links with behaviour and welfare – completed.	KBn	Closed
21 Sep 2015	23-3	MM to include a briefing on SEF and Performance management within the Principal's report for the next meeting – completed.	MMm	Closed
21 Sep 2015	23-4	MM to include Primary school attendance data in future reports – completed.	MMm	Closed
21 Sep 2015	23-5	MM to provide a copy of the Safeguarding report to Councillors – completed.	MMm	Closed
21 Sep 2015	23-6	AGd to provide data on staff absence for future meetings – completed, data presented during the meeting.	AGd	Closed
21 Sep 2015	23-7	DOn/HWi to ensure Child Protection policy is included on agenda for the next AC meeting – completed.	DOn/HWn	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	MMm	Open
19 Oct 2015	24-2	MMm to present the safeguarding action plan at the next AC meeting	MMm	Open
19 Oct 2015	24-3	MMm to check with WHn re process for appointing Student Advocate	MMm	Open
19 Oct 2015	24-4	DO to raise a query about post-16 governance at the next meeting of Academy Chairs	DOn	Open
19 Oct 2015	24-5	linked Councillors to provide feedback points to HWn for inclusion in the minutes	All	Open