

**KING'S OAK ACADEMY**

**Academy Council Meeting No 23  
Monday 21 September 2015**

**Present**

| <b>Academy Councillors</b> |                     | <b>Sponsor Councillors</b> |                    |
|----------------------------|---------------------|----------------------------|--------------------|
| Mandy Milsom               | Principal           | Diane Owen (Chair)         | Sponsor Councillor |
| Martin Pursey              | Parent Councillor   | C Thomas                   | Sponsor Councillor |
| Tim Anderson               | Staff Councillor    | Gary Pine                  | Sponsor Councillor |
|                            | Parent Councillor   |                            | Sponsor Councillor |
| Tom Taylor                 | Staff Councillor    | Vacancy                    | Sponsor Councillor |
| Dan Nichols                | Executive Principal | Vacancy                    | Student Advocate   |
|                            | 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:** Sandra Slocombe, Sonia Jackson

**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.**

| <b>Item</b> | <b>Note</b>   | <b>Action</b> |
|-------------|---|---------------|
| 1           | <p><b>Introduction, Administration and Apologies</b></p> <ul style="list-style-type: none"> <li>The Chair welcomed all present to the meeting.</li> <li>DOn welcomed Mandy Milsom (Principal) and Chris Baker (Assistant Principal) to their first meeting of the Academy Council.</li> </ul> |               |

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|   | <p>Introductions around the table were made.</p> <ul style="list-style-type: none"> <li>• Apologies for non-attendance were received, and accepted, from Sandra Slocombe and Sonia Jackson.</li> <li>• At the start of the new academic year and in the light of the disappointing GCSE results, the Chair reminded Councillors that there were significant challenges ahead for the school and that the Council was required to do its bit to support and challenge the Principal and SLT in their undertakings.</li> <li>• There are exciting times ahead as the new Primary Phase is now open and the first intake of Reception year pupils has arrived.</li> <li>• Risk Register – an extract from the Risk Register was provided to Councillors. It was noted that the new template makes it very difficult for printing and therefore it was agreed that for future meetings AGd would provide the register via email to enable review for the meeting. There is a new template for the risk register, which has only just been introduced. MM, DOn and AGd will be meeting shortly to ensure the revised risk register is accurate. A thorough review of the risk register at this meeting will therefore not take place but this will be important at future meetings</li> </ul> |  |
| 2 | <p><b>Declarations of Interest:</b><br/>There were none declared.</p>  |  |
| 3 | <p><b>Minutes of Previous Meeting:</b></p> <p><b>29 June 2015:</b></p> <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>  |  |
| 4 | <p><b>Matters Arising:</b></p> <p>There were no matters arising.</p>   |  |
| 5 | <p><b>Governance:</b></p> <p><b>Academy Council Membership</b></p> <ul style="list-style-type: none"> <li>• LA vacancy – Sonia Jackson (SJn) has been nominated for this vacancy. DOn provided some background details including her previous experience as a Governor, her experience with Early Years and Further Education and explained that the LA nomination had to be formally agreed by the Academy Council. DOn and the Principal had met with SJn during the summer</li> </ul>   |  |

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|   | <p>and were impressed with her knowledge, wide experience and sharp questioning. It was felt she would bring some additional expertise to the Academy Council and therefore her appointment as a LA councillor was recommended. The appointment of SJn as a LA Councillor was approved by Councillors.</p> <ul style="list-style-type: none"> <li>• Sponsor Councillor vacancy - MPs is currently awaiting ratification by the CLF Board as a Sponsor Councillor following his time as a Parent Councillor. Board meeting is scheduled for next week. This will leave a vacancy for a Parent Councillor.</li> <li>• Parent Councillor – There have been 2 expressions of interest which may require an election to fill the vacancy.</li> <li>• Student Advocate – Councillors were informed that DBt has stepped down due to undertaking additional roles within the school.</li> <li>• DOn noted her thanks to SS who has agreed to be the named councillor for safeguarding.</li> </ul> <p><b>Action: DOn/MMm to consider potential replacements for the student advocate and progress the filling of the parent vacancy.</b></p> <p><b>Action: KB to make contact with SS given his links with behaviour and welfare.</b></p> <p><b>CLF Board</b></p> <p>DNs advised the Councillors regarding changes at CLF Board level.</p> <ul style="list-style-type: none"> <li>• Board will comprise 12 Directors to provide strategic overview.</li> <li>• Academy Council Chairs will meet periodically as a separate committee and thereby maintain liaison with Board.</li> </ul> | <p><b>Action 23.1</b></p> <p><b>Action 23.2</b></p> |
| 6 | <p><b>Strategic Developments:</b></p> <p><b>Revised SEF:</b></p> <ul style="list-style-type: none"> <li>• MM outlined a summary of the SEF, emphasising that it is in draft form; it is a working document and it reflects where the school is currently.</li> <li>• Councillors welcomed the assessment, noting its brutal honesty and realism that the school is currently assessed as inadequate with much work to be done.</li> <li>• Councillors welcomed the identification of areas for improvement.</li> <li>• Councillors queried when the staff Performance Management cycle started? – October. DOn noted that performance management had not previously been a strong focus of the Academy Council. It was agreed that given the recent results, it</li> </ul>   |   |

was essential that councillors had clear oversight of the performance management processes and their effectiveness.

**Action: MM to include a briefing on SEF and Performance management within the Principal's report for the next meeting.**

**Acorn sub-group:**

- The CLF Board approved the proposal for the AC to remain as it is currently and to establish a temporary sub-group to focus on Primary matters.
- Terms of Reference for the sub-group had been distributed to Councillors prior to the meeting for review, these were approved.
- Councillors queried what authority the sub-group will have.
  - There is no delegated power but it will be able to make recommendations to the AC.
- Councillors noted the 1<sup>st</sup> meeting is to be held on 1<sup>st</sup> October 2015.

**Academy Improvement Plan (AIP) and linked Councillors:**

- Councillors agreed links to the Improvement Plan as follows:
  - Aim 1: Academy Improvement and Curriculum - TL and CT.
  - Aim 2: Personal Development, Behaviour and Welfare – SS and TA.
  - Aim 3: All through Ethos and Curriculum – SJ and MP.
  - Aim 4: Teaching, Learning and Assessment – DO and TT.
  - Aim 5: outcomes – GP.
  - Aim 6: Post 16 Performance – Given that Post-16 has it's own specific Academy Council, there will be no direct link councillor for the moment. .
- Councillors conducted break-out time with their respective SLT link. Feedback provided included the following:

**Action 23-3**

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|   | <ul style="list-style-type: none"> <li>○ The need to have robust systems in place to address the new Ofsted framework.</li> <li>○ Targets need to be challenged.</li> <li>○ Attendance is a big concern, need to have appropriate strategies in place to address.</li> <li>○ Need for clearer lesson frameworks.</li> <li>○ CPD needs to be personalised.</li> <li>○ Predictions – needs robust control systems.</li> <li>○ A lot of work has already taken place to address identified issues and DOn thanked senior staff for their work to-date.</li> </ul> <ul style="list-style-type: none"> <li>● It was agreed that at the next meeting Councillors would review progress in each area. Councillors were also encouraged to make contact via e-mail with their link senior leader and if possible make a visit.</li> </ul>  |  |
| 7 | <p><b>Education Report:</b></p> <p><b>Overview: MM</b></p> <p>Refer to principal’s report for the details. Discussion points and questions arising included:</p> <ul style="list-style-type: none"> <li>● Councillors were pleased to note that the school uniform enforcement measures were producing positive results, including support from parents who had previously complained about the actions being taken.</li> <li>● Attendance is a concern, particularly with year 11 PP students. Councillors queried at what point does Ofsted become concerned? <ul style="list-style-type: none"> <li>○ When attendance falls below national average, currently 94.9%.</li> <li>○ Councillors were pleased to note that new systems are being introduced to allow Heads of House to be more proactive in addressing absence concerns.</li> </ul> </li> <li>● Is attendance recorded at the Primary school? – Yes, Councillors discussed the issues around statutory school age and noted</li> </ul> |  |

that children will not be recorded as in school until the term following their 5<sup>th</sup> birthday.

**Action: MM to include Primary school attendance data in future reports.**

- Councillors discussed the recently introduced entry and departure arrangements for students which are designed to keep the foyer area clear at all times. Councillors were pleased to hear these are working well. A more secure means of gaining entry by fob is being introduced, which will significantly improve safeguarding measures. In response to a question, MM confirmed that there will be a financial cost for this work but it is essential in order to improve safety. MM referred Councillors to the safeguarding report recently completed by Steve Bane (18<sup>th</sup> September 2015). During discussion it was noted there were a number of issues to be addressed some of which are already in hand. Councillors were pleased that quick action was being taken.

**Action: MM to provide a copy of the Safeguarding report to Councillors.**

- 2015 GCSE results including E & M have now reached 40% (the floor target) due to a reassessment of one student's paper. Whilst this was welcomed Councillors agreed it is not good enough.

**GCSE Results: GP**

Refer to separate report for the details. Questions and discussions points arising included:

- Councillors expressed great concern over how the predictions were so far out from the actual results achieved and wondered how they would be able to have any confidence in this year's predictions.
- Councillors observed that the school did not appear to have any insight that the outcomes would be so far short of the predicted grades.
- Councillors noted that for Progress 8 there were no performance data at KS2 for subjects other than English and Maths and wondered how progress in all subjects would be monitored.
- Councillors noted that much effort last year had been expended on raising borderline assessments into a secure C grade but this has appeared to be to the detriment of other students in the year group. The poor progress scores of more able students were of particular concern given that the academy council had understood from previous data that progress was good for this group.
- Councillors noted with concern that the PP gap has increased to 25% and queried how the school will tackle those PP students who do not engage.
- Councillors expressed concern about the quality of teaching and questioned how this is being addressed. SJs outlined some of

**Action 23-4**

**Action 23-5**

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|   | <p>the CPD initiatives being planned, especially with regards to differentiation.</p> <ul style="list-style-type: none"> <li>• Councillors agreed that the SLT must ensure that CPD is working and delivering results.</li> <li>• Councillors agreed also that any intervention undertaken must be evaluated to ensure it is getting the right result.</li> <li>• Councillors observed on a visit to a Year 7 lesson the students were not being stretched and appeared bored and asked how the school would respond to this.</li> <li>• Councillors were very concerned that the 2015 outcomes could have serious implications for future Year 7 entries</li> </ul> <p>In response, the school reported that:</p> <ul style="list-style-type: none"> <li>• The work KBn is doing will have a huge impact.</li> <li>• GPy clarified that progress for subjects other than Maths and English is based on the average KS2 result achieved.</li> <li>• The current year 11 is much more “on-board”. <ul style="list-style-type: none"> <li>○ Councillors noted that the first assessment for the year is almost due.</li> <li>○ A Maths mock exam has just been completed.</li> </ul> </li> <li>• Staff have had a real shock and are “in-line”.</li> <li>• Immediate conversations will take place with staff if lesson observations reveal concerns.</li> <li>• The AIP has been designed to focus on making rapid improvements – it was agreed that there was a need to focus on doing a few things well rather than trying to do too much. Link councillors will help the Academy Council monitor the impact of the AIP</li> <li>• It was noted that students are too easily satisfied with “getting a C” and that parents at open evenings have not been pressing for information on outcomes. There is a need to change the culture so that high expectations are the norm.</li> </ul> <p>Councillors agreed there is a need to review performance data at future meetings across the year groups, not just years 10 and 11 and that the reliability of data should be carefully questioned.</p> |  |
| 8 | <p><b>New Intake: EMd</b></p> <ul style="list-style-type: none"> <li>• Councillors were pleased to note 41 pupils have commenced Reception class.</li> <li>• Councillors were also pleased to note that Year 7 students have settled in well.</li> </ul>  |  |
| 9 | <p><b>Finance: AGd</b></p>  |  |

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|    | <p>Refer to separate report for the details. AGd highlighted some key points. Questions arising and discussion points included:</p> <ul style="list-style-type: none"> <li>• Councillors discussed the issue around the long-term absence of some staff resulting in the need for supply cover. Councillors explored any alternative measures that might be utilised: <ul style="list-style-type: none"> <li>○ Use of existing spare teaching capacity.</li> <li>○ Possibility of CLF setting up a central supply cover. DNs confirmed it has been discussed but no conclusion reached as yet.</li> <li>○ Do we have insurance cover for staff absence to cover the cost of supply? – No. Councillors recommended that an assessment is carried out to determine if insurance would be cost effective.</li> <li>○ Councillors asked if regular data could be provided so that staff attendance could be monitored by the AC. Yes.</li> </ul> </li> <li>• Councillors noted that a number of students who are currently off-site could be returning to school in the near future. This will have a positive impact on income if this occurs before the October census deadline.</li> </ul> <p>Councillors were invited to review the report in detail and any questions arising for AGd should be passed through DOn.</p> <p><b>Action: AGd to provide data on staff absence for future meetings.</b></p> <p><b>Traffic Management Scheme:</b></p> <p>Councillors were pleased to hear that the proposal for road narrowing by the schools to improve safety was being funded by the Condition Improvement Fund (CIF).</p> | <b>Action 23-6</b> |
| 12 | <p><b>Site/Legal/Health &amp; Safety:</b> AGd</p> <p>Nothing to report.</p>   |                    |
| 14 | <p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Recruitment of new Principal: <ul style="list-style-type: none"> <li>○ Advert for new Principal to be issued nationwide imminently with a view to appointment in January 2016, or as soon as possible afterwards.</li> <li>○ The recruitment process will be robust and will involve the AC.</li> </ul> </li> </ul>  |                    |

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|  | <ul style="list-style-type: none"> <li>• Child Protection policy – to be included on agenda for next meeting.</li> </ul> <p><b>Action: DOn/HWi to ensure Child Protection policy is included on agenda for the next AC meeting.</b></p> <ul style="list-style-type: none"> <li>• Date of next meetings <ul style="list-style-type: none"> <li>○ 19<sup>th</sup> October 2015</li> <li>○ 29<sup>th</sup> February 2016</li> <li>○ 27<sup>th</sup> June 2016</li> </ul> </li> </ul> | <b>Action 23-7</b> |
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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/<br>Closed |
|-------------|-----------|---|-------------|-----------------|
| 23 Mar 2015 | 20-4      | <b>GPy to seek interest from University colleagues re Councillor vacancies</b> – action now closed.                       | GPy         | Closed          |
| 18 May 2015 | 21-3      | <b>Re LA Councillor vacancy, DOn to continue to liaise with Susannah Hill</b> – refer agenda item 5.                      | DOn         | Closed          |
| 29 Jun 2015 | 22-1      | <b>DOn to feedback on governance to PSG</b> – completed.  | DOn         | Closed          |
| 29 Jun 2015 | 22-2      | <b>All to provide feedback to IFT on 1<sup>st</sup> draft of the Primary information</b> – completed.                     | All         | Closed          |
| 21 Sep 2015 | 23-1      | <b>DOn/MMm to consider potential replacements for the student advocate and progress the filling of the parent vacancy</b> | DOn/MMm     | Open            |
| 21 Sep 2015 | 23-2      | <b>KB to make contact with SS given his links with behaviour and welfare</b>  | KBn         | Open            |
| 21 Sep 2015 | 23-3      | <b>MM to include a briefing on SEF and Performance management within the Principal's report for the next meeting</b>      | MMm         | Open            |
| 21 Sep 2015 | 23-4      | <b>MM to include Primary school attendance data in future reports</b>   | MMm         | Open            |
| 21 Sep 2015 | 23-5      | <b>MM to provide a copy of the Safeguarding report to Councillors</b>   | MMm         | Open            |
| 21 Sep 2015 | 23-6      | <b>AGd to provide data on staff absence for future meetings</b>   | AGd         | Open            |
| 21 Sep 2015 | 23-7      | <b>DOn/HWi to ensure Child Protection policy is included on agenda for the next AC meeting</b>                            | DOn/HWn     | Open            |