

**KING'S OAK ACADEMY**

**Academy Council Meeting No 26  
Monday 29 February 2016**

**Present**

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Chris Thomas	Sponsor Councillor
Tim Anderson	Staff Councillor		Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
Tom Taylor	Staff Councillor		Sponsor Councillor
Dan Nichols	Executive Principal	Adele Rice	Student Advocate
	LA		

**In attendance**

Gemma Read	Vice Principal
Simon Jones	Ass. Principal
	Ass. Principal
Emma Mignaud	Primary Phase Leader
Hugh Wilson	Clerk

**Apologies:** Gary Pine, 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.**

Item	Note	Action
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>In particular, DOn welcomed Gemma Read (newly appointed Vice-Principal) to her first meeting of the Academy Council. Introductions around the table were made.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Apologies for non-attendance were received, and accepted, from Gary Pine, Sandra Slocombe, Sonia Jackson and Chris Baker.</li> </ul>	
2	<p><b>Declarations of Interest:</b> There were none declared.</p>	
3	<p><b>Minutes of Previous Meeting:</b> <b>14 December 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. <ul style="list-style-type: none"> <li>○ Actions 25-5 and 25-6: noting comments made in the Principal's report regarding assessment processes, it was proposed, and agreed, that these actions which relate to providing Councillors with additional data at a future meeting should be closed and a single, new action opened in their place.</li> </ul> </li> </ul> <p><b>Action: DOn/RcK to agree an appropriate time for a presentation to Councillors on progress data and assessment for all year groups.</b></p>	<b>Action 26-1</b>
4	<p><b>Matters Arising:</b> There were no matters arising.</p>	
5	<p><b>Governance:</b></p> <p><b>Risk Register</b></p> <p>It was reported that work is ongoing to completely review the risk register by RcK and AGd. DOn noted that the revised register would be reviewed at regular meetings between the Principal and CoAC prior to a thorough review at the next scheduled AC meeting.</p> <p><b>Action: RcK/AGd/DOn to ensure updated risk register is available for Councillor review at the next AC meeting.</b></p> <p><b>Policy Development: Future Plan</b></p> <ul style="list-style-type: none"> <li>• RcK reported that work is planned to review all policies. It was proposed that: <ul style="list-style-type: none"> <li>○ Extended SLT to carry on this work over Term 6 and the summer break.</li> <li>○ AC has a role in scrutiny and holding the principal to account.</li> <li>○ In September to propose an additional AC meeting to focus wholly upon reviewing and adopting all policies for the</li> </ul> </li> </ul>	<b>Action 26-2</b>





**Curriculum Development Plan:**

Councillors reviewed the draft Curriculum plan for 2016/17, which was outlined by GRd. Discussion points and questions arising included:

- How does merging computing with DT work?
  - The mechanism was described.
- How will PHSE and RS be delivered outside of the core curriculum.
  - The use of Inclusion days, one per term.
  - Councillors expressed concern that previous experience demonstrated that you need to have staff who are both willing and able in order to deliver this. In discussion it was recognised that:
    - The staff who deliver this need to have appropriate training.
    - This provides an opportunity to involve the safeguarding team.
- Councillors expressed concern with the proposal for only one foreign language to be offered and queried how this may impact the number of students able to achieve an EBacc qualification?
  - The number of students who carry on with a MfL into Years 10 and 11 is too low to support more than one language.
  - Councillors were also concerned with the reduction of hours for MfL, from 5 hours/2 week period to 2 hours.
  - If only one language is to be offered, why French?
    - Primarily because it has always been offered and reflects the expertise of the MfL team but this needs to be reaffirmed.
  - Councillors asked the school to consider if there were other curriculum models that would allow a greater time allocation for MfL, particularly for more able students.
- Councillors noted the proposal for students to make their subject choices in Year 8 rather than Year 9 questioning whether at that age would they be sufficiently mature to make such important choices.

	<ul style="list-style-type: none"> <li>○ The proposal is part of a longer term plan to create a curriculum to support Years 5 to 8 and Years 9 to 11.</li> <li>○ It was agreed that both students and their parents would need good guidance and support from staff to enable the right choices to be made.</li> <li>○ Will there be opportunity – say at end Year 9 – to adjust choices? <ul style="list-style-type: none"> <li>▪ No, but if it becomes apparent early in Year 9 that a wrong choice has been made, there may be scope to change at that point.</li> </ul> </li> <li>○ Councillors asked if this model has been used elsewhere and if so how well did it work? <ul style="list-style-type: none"> <li>▪ Not known, but it was pointed out that with 50 hours available and given the range of subjects to be covered there are limitations to how the time can be broken down. It was noted however that it was driven by Progress 8 requirements.</li> </ul> </li> </ul> <p>Councillors acknowledged the extensive work that has gone into the development of the plan in a very short timeframe and noted that it is still under development.</p> <p><b>Action: Rck/GRd to review the proposed curriculum model in the light of the points raised by Councillors and in particular to look at the MfL allocation in discussion with the MfL team.</b></p> <p><b>Academy Vision:</b></p> <p>The need to shape a strong vision for the Academy had been outlined by Rck in his Principal’s report.</p> <ul style="list-style-type: none"> <li>• Councillors broke up into small groups to progress this.</li> <li>• Discussion was facilitated by posters and prompts around the core themes of “Curriculum”, “Behaviour” and “Teaching and Learning”.</li> <li>• Councillors recorded key views on the posters.</li> </ul> <p>Following the activity, Councillors welcomed this focus on defining a stronger vision and queried the next steps.</p> <ul style="list-style-type: none"> <li>• There are plans to involve all stakeholders. Staff will be involved in a similar process at the forthcoming INSET day. DOn suggested involving Academy Councillors in this event in order to foster a shared ownership. Rck supported this proposal and duly invited all members of the AC to the INSET day on March 24<sup>th</sup> at 11.30 am.</li> </ul>	<p><b>Action 26-12</b></p>
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	<ul style="list-style-type: none"> <li>• Councillors noted the importance of further discussion and agreement of the vision at a subsequent AC meeting.</li> </ul>	
7	<p><b>Education Report:</b></p> <p>Refer to the Principal’s report for the details. Questions and matters arising included:</p> <ul style="list-style-type: none"> <li>• Admissions 2016: Councillors were pleased to hear that there were 147 1<sup>st</sup> preferences for September. With 150 places available there is a high expectation that there will be a full Year 7.</li> <li>• Attainment and Progress: <ul style="list-style-type: none"> <li>○ Councillors queried the level of confidence in the data. <ul style="list-style-type: none"> <li>▪ Mock results have been independently verified.</li> <li>▪ English coursework, 85% getting a C grade.</li> <li>▪ Level of external support, hence feeling more secure.</li> <li>▪ Councillors remain cautious since they were receiving similar messages last year.</li> </ul> </li> </ul> </li> <li>• Attendance: Councillors discussed the issues around the disappointing attendance figures. <ul style="list-style-type: none"> <li>○ How does KOA attendance compare with other schools? <ul style="list-style-type: none"> <li>▪ KOA – 92.7% (Term 3), CLF average – 92.8%, National average – 94.9%.</li> </ul> </li> <li>○ Councillors queried whether we understand the reasons students do not attend? <ul style="list-style-type: none"> <li>▪ Disengagement, lack of aspiration, lack of parental engagement.</li> </ul> </li> <li>○ What do we do about it? <ul style="list-style-type: none"> <li>▪ A full review of attendance processes and procedures led by SJs is underway which will include:,</li> <li>▪ Visiting and discussing with schools that have significantly better attendance figures to understand and learn from their experience.</li> </ul> </li> </ul> </li> <li>• Exclusions: <ul style="list-style-type: none"> <li>○ Councillors noted that exclusions remain high.</li> <li>○ RCh reported that he is raising the bar with respect to behaviour, which inevitably will have an impact on the number of exclusions in the near term. However, he believes the message is getting through to students. Staff Councillors supported this view.</li> <li>○ Councillors were pleased to note the new Behaviour policy will be launched in September, the start of the new academic year. This will allow time before implementation for both internal and external moderation and thus ensure robustness.</li> </ul> </li> <li>• Additional Inset Day: <ul style="list-style-type: none"> <li>○ RCh requested approval to hold an additional Inset day in Term 6. He outlined the rationale for this.</li> <li>○ Councillors asked if this would impact on the teaching schedule. <ul style="list-style-type: none"> <li>▪ RCh explained that, as an academy, we have the freedom to determine the number of Inset days. He also</li> </ul> </li> </ul> </li> </ul>	

	<p>noted that the timing would not affect exam classes and the benefits of providing time for focussed curriculum planning prior to a launch of the new curriculum in September would offset the loss in teaching time.</p> <p>Following discussion, Councillors approved an additional Inset day for KOA.</p>	
9	<p><b>Finance:</b></p> <p>Councillors reviewed and noted the finance report provided by the business manager.</p>	
12	<p><b>Site/Legal/Health &amp; Safety:</b></p> <p><b>H&amp;S: MPy</b></p> <ul style="list-style-type: none"> <li>• Councillors reviewed and noted the Health &amp; Safety report provided by the Business Manager.</li> <li>• Councillors noted that MPy has not yet been able to attend a H&amp;S induction session for any new staff.</li> </ul> <p><b>Action: Business manager to advise MPy regarding when H&amp;S Induction for new staff is scheduled.</b></p>	<b>Action 26-13</b>
14	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Councillors were reminded that their role is to be a critical friend to the school, ie to support and challenge. Councillors were encouraged therefore to keep visiting the school and meet with relevant staff members. Such visits however should be arranged through RCh.</li> <li>• Councillors noted that the next scheduled meeting is 27<sup>th</sup> June and considered that an additional interim meeting would be very useful given the pace of change and importance of supporting and challenging the Academy. DOn and RCh to consider suitable timing and advise Councillors.</li> <li>• CLF have recently sent out information to the Chair regarding planned training events for Councillors and this will be circulated to councillors. DOn noted that it would be advantageous to have at least one member of the AC at each training event.</li> <li>• Date of next meetings <ul style="list-style-type: none"> <li>○ TBD</li> <li>○ 27<sup>th</sup> June 2016</li> </ul> </li> </ul> <p><b>Action: DOn/RCh to determine when an interim AC meeting should take place.</b></p>	<b>Action 26-14</b>

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	24-1	<b>MM to raise new risk concerning Safeguarding and liaise with Andrea Gould to update risk register as agreed above</b> – ongoing.	MMm	Open
19 Oct 2015	24-4	<b>DO to raise a query about post-16 governance at the next meeting of Academy Chairs</b> – ongoing, to be a discussion topic at the next Chairs’ meeting.	DOn	Open
14 Dec 2015	25-1	<b>HWi to collate Councillor feedback on Complaints and Malpractice policies and pass to MM</b> – Completed.	HWi	Closed
14 Dec 2015	25-2	<b>DOn/HWi to ensure policies are included on the agenda for the February 2016 meeting</b> – Completed.	DOn/HWi	Closed
14 Dec 2015	25-3	<b>DNs to seek advice re the KOA PAN and report back to DOn</b> – on agenda, completed.	DNs	Closed
14 Dec 2015	25-4	<b>DOn/HWn to ensure the Safeguarding Action plan is included on the agenda for the February meeting</b> – on agenda, completed.	DOn/HWi	Closed
14 Dec 2015	25-5	<b>MMm to arrange for Year 7, 8 and 10 data to be provided to Councillors for the next AC meeting</b> – closed.	MMm	Closed
14 Dec 2015	25-6	<b>DOn/Rck to plan a presentation on assessment for a future meeting</b> – closed.	DOn/Rck	Closed
29 Feb 2016	26-1	<b>DOn/Rck to agree an appropriate time for a presentation to Councillors on progress data and assessment for all year groups</b>	DOn/Rck	Open
29 Feb 2016	26-2	<b>Rck/AGd/DOn to ensure updated risk register is available for Councillor review at the next AC meeting</b>	Rck/AGd/DOn	Open
29 Feb 2016	26-3	<b>Rck to schedule time with SLT to review all policies over Term 6 and in readiness for a full suite to be in place for September 2016</b>	Rck	Open
29 Feb 2016	26-4	<b>DOn/Rck to ensure additional meeting for policy review is included in forward planning for 2016/2017</b>	DOn/Rck	Open
29 Feb 2016	26-5	<b>DOn/HWn to draft heading for the “policies” web-page</b>	DOn/HWn	Open
29 Feb 2016	26-6	<b>Rck to arrange for heading to be included on web-page</b>	Rck	Open
29 Feb 2016	26-7	<b>DOn/HWn to ensure a full PAN discussion is on the agenda for the June AC meeting</b>	DOn/HWn	Open

29 Feb 2016	26-8	<b>DNs to provide to HWn a copy of the PAN paper, which had been prepared for the CLF board, for onward distribution to Councillors for consideration prior to PAN discussion</b>	DNs	Open
29 Feb 2016	26-9	<b>RCK to obtain any demographic data from SGlos and bring a recommendation for discussion at the June AC meeting</b>	RCK	Open
29 Feb 2016	26-10	<b>DOn/HWn to ensure that Safeguarding is included on the agenda as a standard item</b>	DOn/HWn	Open
29 Feb 2016	26-11	<b>SJs to contact SSe re her possible involvement in the April review</b>	SJs	Open
29 Feb 2016	26-12	<b>RCK/GRd to review the proposed curriculum model in the light of the points raised by Councillors and in particular to look at the MfL allocation in discussion with the MfL team</b>	RCK/GRd	Open
29 Feb 2016	26-13	<b>Business manager to advise MPy regarding when H&amp;S Induction for new staff is scheduled</b>	AGd	Open
29 Feb 2016	26-14	<b>DOn/RCK to determine when an interim AC meeting should take place</b>	DOn/RCK	Open