

KING'S OAK ACADEMY

**Academy Council Meeting No 29
Monday 19 September 2016**

Present

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
	Parent Councillor	Gary Pine	Sponsor Councillor
Tim Anderson	Staff Councillor		Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
Tom Taylor	Staff Councillor		Sponsor Councillor
	Executive Principal	Adele Rice	Student Advocate
	LA		

In attendance

	Vice Principal
Simon Jones	Ass. Principal
Jonathon Mailey	Ass. Principal
Richard Cormack	Ass. Principal
Emma Mignaud	Primary Phase Leader
	Business Manager
Hugh Wilson	Clerk

Apologies: Alice Stallard, Sonia Jackson, Sandra Slocombe, Rachel Wellington, Dan Nicholls, Gemma Read

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 and in particular to Jonathon Mailey (Asst Principal) and Richard Cormack (Asst Principal). 	

	<ul style="list-style-type: none"> The Chair reminded everyone that this meeting had been scheduled as an additional meeting primarily focussed on policy review. The more normal agenda will be followed at the main meeting in October. Apologies for non-attendance were received, and accepted, from Alice Stallard, Sonia Jackson, Sandra Slocombe, Rachel Wellington, Dan Nicholls and Gemma Read. 	
2	<p>Declarations of Interest: There were none declared.</p>	
3	<p>Minutes of Previous Meeting: 27 June 2016:</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"> 26-13 Business manager to advise MPy regarding when H&S Induction for new staff is scheduled – MPy reported that: <ul style="list-style-type: none"> He had attended a H&S Induction for a new member of staff where a full H&S checklist was carried out. He spent some time with the staff member responsible for H&S and reviewed all policies and explored how they were managed and monitored including how risk assessments are conducted. He received a copy of the annual staff H&S Induction presentation. He was pleased to report that everything is in order with adequate management. He is due to attend a training course shortly specifically on H&S matters in schools/academies. 	
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"> The 2 staff Councillors, TAn and TTr, have been re-appointed for another term of office. <p>Policies:</p> <p>Councillors need to know what policies are in place and have a role in reviewing and ensuring they are fit for purpose. Draft policies had been circulated to Councillors prior to the meeting for review. The meeting noted that some comments have already been provided including from Councillors who were unable to attend the meeting. Their efforts were very much appreciated.</p>	

	<p>The policies under review with the exception of the Admissions policy (this will be considered later in the year), are listed at Appendix 2. Councillors formed sub-groups to review 3 groups of policies:</p> <ul style="list-style-type: none"> • Administration and Corporate. • Education. • Student. <p>During the review, Councillors marked-up copies of the policies with their observations and comments and these were provided to RCh. It was proposed, and agreed that the policies listed at Appendix 2 are approved subject to the consideration and incorporation of the reviewers' comments. Notable observations raised included:</p> <ul style="list-style-type: none"> • Recommend the adoption of a common format for all policies and inclusion of a version number. • Some of the "admin" policies should be CLF policies. It was noted that the central team have been working on developing CLF wide policies but it was agreed that there was scope to do more in this respect. • ICT security and ICT acceptable use policies could be merged. • Recommend that a separate Social Media policy be produced. • Need to consider how to reflect the "all-throughness" nature of the school in policies, perhaps include a caveat on the website that where applicable, policies default for the secondary phase of the school. <p>Action: RCh to arrange for the policies to be updated to take account of the comments and observations raised. Action: DOn to report to the Academy Chairs meeting the outcomes from the Councillors policy review and query the progress in developing CLF wide policies, particularly those under the Administration & Corporate heading.</p>	<p>Action 29-1 Action 29-2</p>
6	<p>Safeguarding:</p> <p>Councillors were referred to the document "Keeping Children Safe in Education" which had been circulated prior to the meeting. Councillors were requested to read the document prior to the next AC meeting on 3rd October 2016.</p> <p>Action: All Councillors to read the document "Keeping Children Safe in Education" before the meeting on 3rd October 2016.</p>	<p>Action 29-3</p>
8	<p>Education Report:</p> <p>RCh provided Councillors with an overview of the 2016 outcomes, as follows:</p> <p>Attainment and Progress:</p> <ul style="list-style-type: none"> ○ Headline figure is 46% compared to 41% last year but against the most recent prediction of 48%. 	

	<ul style="list-style-type: none"> ▪ A little improvement from last year but remains below the National average. ○ High ability students – significant improvement from last year, 84% compared to 26% ○ Attainment has improved slightly, D to D+. ○ Progress 8 is -0.19. ○ PP – non PP gap remains large. ○ Boys, especially in English remains a concern. ○ Focus areas for Academy Improvement Plan have been identified. ○ Meeting with department heads next week to conduct a forensic analysis of results and identify departmental improvement plans. <p>Councillors noted that a much more detailed analysis will be available for the next AC meeting in October.</p> <p>Councillors expressed their appreciation for the report and were pleased to note that the areas of weakness form key strands in the Improvement Plan. This will be reviewed and discussed in more detail at the next meeting.</p>	
14	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Date of next meetings <ul style="list-style-type: none"> ○ 3rd October 2016 ○ 14th November 2016 ○ 23rd January 2016 ○ 13th March 2016 ○ 5th 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
19 Oct 2015	24-4	DO to raise a query about post-16 governance at the next meeting of Academy Chairs – remains ongoing. It was reported that there is work going on at CLF level which will have an impact on this.	DOn	Open
29 Feb 2016	26-3	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 – completed.	RCK	Closed
29 Feb 2016	26-13	Business manager to advise MPy regarding when H&S Induction for new staff is scheduled – completed.	AGd	Closed
27 Jun 2016	28-1	RCK to arrange for nominations/elections for 2 Staff Councillors for the new academic year – completed, TAn and TTr re-elected for another term of office.	RCK	Closed
27 Jun 2016	28-2	RCK to arrange for the Link Councillor schedule to be published on the website – completed.	RCK	Closed
27 Jun 2016	28-3	RCK to advise Councillors re SLT links (with link Councillors) – ongoing.	RCK	Open
27 Jun 2016	28-4	RCK to ensure Admission policies approved are posted onto the website – completed.	RCK	Closed
27 Jun 2016	28-5	RCK to advise Councillors of the plans for SLT to manage when CBr and GRd leave – completed, one new Asst Principal appointed plus one Asst Principal seconded from CLF to support the SLT.	RCK	Closed
27 Jun 2016	28-6	RCK to ensure Table on page 3 of report is reproduced alongside 2016 results for October meeting – ongoing	RCK	Open
27 Jun 2016	28-7	RCK to include repeat offender detail in future exclusion data reports – ongoing.	RCK	Open
19 Sep 2016	29-1	RCK to arrange for the policies to be updated to take account of the comments and observations raised	RCK	Open
19 Sep 2016	29-2	DOn to report to the Academy Chairs meeting the outcomes from the Councillors policy review and query the progress in developing CLF wide policies, particularly those under the Administration & Corporate heading	DOn	Open
19 Sep 2016	29-3	All Councillors to read the document “Keeping Children Safe in Education” before the meeting on 3rd October 2016	All	Open

Policy Update 19th September 2016

Policy	Statutory
Admin and Corporate	
CLF Academies Health & Safety	S
Admissions Policy 2017	S
Charging and Remissions	S
Community Cohesion	
Complaints	S
Equality and Objectives	S
First Aid	
Freedom of Information	S
ICT Acceptable Use	
ICT Security	S
Off-site Trips and Visits	
Education	
Collective Worship	
Curriculum	

Policy	Statutory
EYFS (Early Years Foundation Stage)	S
Marking Policy	
SRE (Sex & Relationships Education)	S
Teaching and Learning	
Student	
CLF Safeguarding	S
Anti-bullying	
Exclusions	
Medical Conditions	
SEN Information Report	S
SEND and AEN	
Supporting Pupils with medical needs	S
TRI System Behaviour Policy	S
Uniform	