

KING'S OAK ACADEMY

**Academy Council Meeting No 28
Monday 27 June 2016**

Present

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	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		Sponsor Councillor
Dan Nichols	Executive Principal	Adele Rice	Student Advocate
Sonia Jackson	LA		

In attendance

Gemma Read	Vice Principal
Simon Jones	Ass. Principal
Chris Baker	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould (10 & 11 only)	Business Manager
Hugh Wilson	Clerk

Apologies: Gary Pine, Sandra Slocombe, Rachel Wellington

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. Apologies for non-attendance were received, and accepted, from Gary Pine, Sandra Slocombe, and Rachel Wellington. 	

2	<p>Declarations of Interest: There were none declared.</p>	
3	<p>Minutes of Previous Meeting: 29 February 2016 and 16 May 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. 	
4	<p>Matters Arising:</p> <p>There were no matters arising.</p>	
5	<p>Governance:</p> <p>Risk Register</p> <p>RcK described for Councillors the process by which the risk register is monitored and updated by the school and regularly by CLF. It had been made available to Councillors for review prior to the meeting. Councillors agreed that it reflects faithfully where we are.</p> <p>Academy Council membership:</p> <ul style="list-style-type: none"> • DOn reported that the nomination for Rachel Wellington (RWn) has been approved. Rachel is a primary school specialist and will be a welcome addition to the AC. It was explained she had planned to attend this meeting but was unwell. • Councillors were reminded that the 2 staff Councillors, TAn and TTr, reached the end of their term in September, following an extension of 1 year. It was proposed, and agreed that fresh nominations for staff councillors are sought in time for the first meeting of the new academic year. <ul style="list-style-type: none"> ○ DOn expressed her thanks and appreciation for the support and contribution to the AC by TAn and TTr. <p>Action: RcK to arrange for nominations/elections for 2 Staff Councillors for the new academic year.</p> <p>Future Governance for KOA:</p> <p>Refer to separate proposal paper for the detail. Discussion points arising included:</p> <ul style="list-style-type: none"> • One more primary sub-group already scheduled. It was agreed this should proceed in order to ensure there are no loose ends. • Councillors expressed concerns, given the volume of business covered by the AC and the sub-group, that the total volume of 	<p>Action 28-1</p>

	<p>business can be accommodated within the AC schedule of meetings.</p> <ul style="list-style-type: none"> • Councillors noted there are 5 AC meetings scheduled in the next academic year. This compares to the CLF requirement to hold 4 meetings per year. • Councillors reviewed and agreed the Link Councillor schedule. • In accepting the proposal, Councillors agreed: <ul style="list-style-type: none"> ○ We need to be smarter with regard to the Link Councillor role. ○ We need to be smarter to ensure the agendas are set to cover all aspects of a 4-19 academy. ○ The Link Councillor schedule should be published on the school website. <p>Action: RCh to arrange for the Link Councillor schedule to be published on the website.</p> <p>Action: RCh to advise Councillors re SLT links.</p> <p>Acorn Marking Policy:</p> <p>Councillors approved the policy.</p> <p>Meeting Dates for 2016/17:</p> <ul style="list-style-type: none"> • 19 September 2016, 3 October 2016, 14 November 2016, 23 January 2017, 13 March 2017, 5 June 2017. • Dates will be reproduced in meeting minutes under AOB. 	<p>Action 28-2</p> <p>Action 28-3</p>
6	<p>Safeguarding:</p> <p>Refer to Principal's report, page 11, para 8 for the detail. Discussion points and questions arising included:</p> <ul style="list-style-type: none"> • <i>What sort of referrals are being made with regard to social media?</i> <ul style="list-style-type: none"> ○ E-bullying, unpleasant messages, etc. • <i>What actions are in place to address these referrals given the frequency of occurrence?</i> <ul style="list-style-type: none"> ○ Whole school assemblies ○ Review the PSHE curriculum to incorporate education points relating to these matters. ○ Information session for Year 7 parents. • <i>Has the snap inspection at JCA raised any implications for KOA?</i> <ul style="list-style-type: none"> ○ We are confident that we are compliant with Ofsted guidelines and tending towards best practice on Safeguarding. ○ Safeguarding advice nationally is moving apace and we aim to keep up in a number of ways, including networking with other schools and appropriate agencies. • <i>Councillors noted that many of the referrals were made by students and commented it was good that they felt able to.</i> • <i>Councillors queried whether there was any difference across the federation and were assured there was a similar picture throughout.</i> 	

7	<p>Strategic Developments:</p> <p>Admissions Policy:</p> <ul style="list-style-type: none"> • Councillors noted that inadvertently, the 2016 and 2017 Admissions Policies had not been approved by the AC. • The onus is on the AC to ensure the Admissions policy is revised and up to date. • Councillors retrospectively approved the 2016 and 2017 Admissions policies. • Councillors noted the contents of the PAN paper produced by RCK, which has implications for the KOA PAN in future years and a potential increase in admission numbers. <ul style="list-style-type: none"> ○ General discussion of the implications took place and it was agreed that further detailed discussions will be necessary in the new academic year when there will be more clarity from the local authority regarding potential student numbers in future years. ○ RCK recommended that the PAN for the 2018 Admissions policy remains at 150. <p>Action: RCK to ensure Admission policies approved are posted onto the website.</p> <p>Staffing Update:</p> <ul style="list-style-type: none"> • Chris Baker is due to return to his normal CLF role. Councillors expressed their appreciation for his support during his time at KOA. He will be maintaining a link with KOA by undertaking some teaching. • Gemma Read, shortly to go on Maternity leave. Councillors offered their congratulations and wished her well. • <i>Councillors expressed their concern with regard to the implications for the SLT with the gaps left.</i> <ul style="list-style-type: none"> ○ RCK advised plans are in work with CLF to address how the SLT will manage the gaps and will advise Councillors of the outcome. <p>Action: RCK to advise Councillors of the plans for SLT to manage when CBr and GRd leave.</p> <p>Acorn sub-group:</p> <ul style="list-style-type: none"> • Councillors received and welcomed the notes of the Acorn sub-group and the very comprehensive report from EMd. <p>Curriculum Development Plan:</p> <p>Refer to Principal’s report, page 9, para 5 for the details. Discussion points and questions arising included:</p> <ul style="list-style-type: none"> • <i>Councillors expressed concerns over the proposed split class teaching plans in English.</i> <ul style="list-style-type: none"> ○ The plans for managing split classes were described. ○ RCK also advised Councillors discussions were ongoing with the English department on this matter and furthermore a full time additional teacher was planned to increase capacity. • Councillors welcomed the responses to the observations made on the Curriculum plans outlined in the February 2016 meeting. 	<p>Action 28-4</p> <p>Action 28-5</p>

	<p>Academy Vision:</p> <p>Refer to the principal’s report, Page 12, para 9, for the detail. Discussion points arising included:</p> <ul style="list-style-type: none"> • It flows well. • Have students been involved in the process? <ul style="list-style-type: none"> ○ RCh has met with small groups of students. Feedback includes: <ul style="list-style-type: none"> ▪ They appear to like it. ▪ More importantly, what is behind it? ▪ They are interested in the “how”. • What if students do not respect the teacher? <ul style="list-style-type: none"> • They could raise any concern they have with a member of staff they do trust. 	
8	<p>Education Report:</p> <p>Refer to the Principal’s report for the details. Questions and matters arising included:</p> <ul style="list-style-type: none"> • Attainment and Progress: <ul style="list-style-type: none"> ○ Councillors queried the level of confidence in the data, eg how close will the predictions be? <ul style="list-style-type: none"> ▪ There has been renewed vigour with the predictions which have been moderated, including by external agencies. ○ Councillors requested that the Table on page 3 be reproduced for the October AC meeting alongside the 2016 results. <p>Action: RCh to ensure Table on page 3 of report is reproduced alongside 2016 results for October meeting.</p> <ul style="list-style-type: none"> ○ Councillors noted that due to the Curriculum changes planned, it is likely to take a couple of years before we see any significant impact on outcomes. ○ Councillors asked RCh to outline the key changes that are planned in order to have a long-term impact on attainment and progress: <ul style="list-style-type: none"> ▪ The role of the middle leaders – with SLT support. ▪ Developmental teaching. ○ How will we address the attainment gap with boys? <ul style="list-style-type: none"> ▪ The newly appointed Assistant Principal is to undertake a Championing role to address this. ○ What is being done to address the underperformance in History and Geography and Science? <ul style="list-style-type: none"> ▪ The support plans being put in place for History and Geography were described. ▪ Additional plans for Science included specialist teaching of topics. ○ Why are there significantly different outcomes for Drama in Years 10 and 11? 	Action 28-6

	<ul style="list-style-type: none"> ▪ Largely impacted by the introduction of a new teacher earlier this year. <ul style="list-style-type: none"> • Attendance: Councillors discussed the issues around the attendance figures. <ul style="list-style-type: none"> ○ Councillors were pleased to note the decline in attendance appears to have been arrested. ○ RCK reported that an advert has been published for an Attendance officer and described the role. ○ Is there an awards scheme linked to attendance? <ul style="list-style-type: none"> ▪ Yes. This was described together with the sort of reward on offer, eg end of year school trips. • Exclusions: <ul style="list-style-type: none"> ○ Noting the latest exclusion figures, Councillors requested that future reports include instances of repeat offenders. <p>Action: RCK to include repeat offender detail in future exclusion data reports.</p> <ul style="list-style-type: none"> • Pupil Premium: <ul style="list-style-type: none"> ○ RCK reported on the recent review of the Pupil Premium Plan: <ul style="list-style-type: none"> ▪ Councillors were pleased to note there was no surprises emanating from the review. ▪ A formal report will be produced shortly and will be provided to Councillors. ▪ Councillors were pleased to note the student voice feedback from the review: <ul style="list-style-type: none"> • Students like the range of clubs/activities on offer, especially sport and music. • The best learning experience provides challenge and feedback. • Students like being acknowledged for their work. • Students feel safe and supported. • Students are aspirational, they want to go to university. • Students do not like low level behaviour. • There is a lack of consistency in marking and feedback. ○ Councillors noted that PP students are equally important in early years and therefore were pleased to note that 3 of the PP students in the Primary Phase have achieved their Good Level of Development (GLD). <p>Councillors expressed their appreciation for the comprehensive report.</p>	Action 28-7
10	<p>Finance:</p> <p>Councillors reviewed and noted the finance report provided by the Business Manager. Matters arising and questions included:</p> <ul style="list-style-type: none"> • What happens to the surplus out-turn? <ul style="list-style-type: none"> ○ It is drawn down into the Reserve. • Noting the impact this year of unsuccessful recruitment on the finances, what will happen next year? <ul style="list-style-type: none"> ○ We have been able to make some very good appointments so there should be much less of an impact on cover 	

	<p>teaching costs next year.</p> <ul style="list-style-type: none"> • Councillors discussed the Astroturf business case proposal and concluded: <ul style="list-style-type: none"> ○ Lack of regular maintenance has led to the current unusable condition of the pitch. ○ When complete, it should provide for a good, steady source of income. ○ The school should consider looking for prospective partners/organisations to assist with funding. • What arrangements are in place to prevent fraud/misuse of academy funding? <ul style="list-style-type: none"> ○ The measures in place were outlined for Councillors. ○ Councillors were provided with a copy of the CLF February 2016 Internal Audit Report 	
11	<p>HR & Wellbeing:</p> <ul style="list-style-type: none"> • Councillors noted there will be a detailed report in September. 	
12	<p>Site/Legal/Health & Safety:</p> <p>H&S:</p> <ul style="list-style-type: none"> • Councillors reviewed and noted the Health & Safety report provided by the Business Manager. • Councillors noted a H&S induction session for new staff will take place in September. MPy will attend. 	
14	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Date of next meetings <ul style="list-style-type: none"> ○ 18th September 2016 (policies) ○ 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	24-1	MM to raise new risk concerning Safeguarding and liaise with Andrea Gould to update risk register as agreed above – completed.	MMm	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	26-1	DOn/RcK to agree an appropriate time for a presentation to Councillors on progress data and assessment for all year groups – arranged for October 2016 meeting.	DOn/RcK	Closed
29 Feb 2016	26-2	RcK/AGd/DOn to ensure updated risk register is available for Councillor review at the next AC meeting – risk register was available for Councillor review, completed.	RcK/AGd/DOn	Closed
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 – ongoing.	RcK	Open
29 Feb 2016	26-4	DOn/RcK to ensure additional meeting for policy review is included in forward planning for 2016/2017 – completed, September meeting specifically to look at policies.	DOn/RcK	Closed
29 Feb 2016	26-5	DOn/HWn to draft heading for the “policies” web-page – completed, notice on website.	DOn/HWn	Closed
29 Feb 2016	26-6	RcK to arrange for heading to be included on web-page – completed, see above.	RcK	Closed
29 Feb 2016	26-7	DOn/HWn to ensure a full PAN discussion is on the agenda for the June AC meeting – on agenda, completed.	DOn/HWn	Closed
29 Feb 2016	26-8	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 – completed.	DNs	Closed
29 Feb 2016	26-9	RcK to obtain any demographic data from SGlos and bring a recommendation for discussion at the June AC meeting – completed, on agenda.	RcK	Closed
29 Feb 2016	26-10	DOn/HWn to ensure that Safeguarding is included on the agenda as a standard item – completed.	DOn/HWn	Closed
29 Feb 2016	26-11	SJs to contact SSe re her possible involvement in the April review – completed. SSe was unable to attend the actual	SJs	Closed

		review but has visited and met with SJs & a Head of House.		
29 Feb 2016	26-12	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 – completed.	RCK/GRd	Closed
29 Feb 2016	26-13	Business manager to advise MPy regarding when H&S Induction for new staff is scheduled – ongoing, scheduled for September.	AGd	Open
29 Feb 2016	26-14	DOn/RCK to determine when an interim AC meeting should take place – completed	DOn/RCK	Closed
16 May 2016	27-1	RCK to continue development of new Vision with all stakeholders and present final vision to the next meeting – on agenda, completed.	RCK	Closed
16 May 2016	27-2	DOn to share the proposed TOR for the Acorn sub-group with the CLF board – completed.	DOn	Closed
27 Jun 2016	28-1	RCK to arrange for nominations/elections for 2 Staff Councillors for the new academic year	RCK	Open
27 Jun 2016	28-2	RCK to arrange for the Link Councillor schedule to be published on the website	RCK	Open
27 Jun 2016	28-3	RCK to advise Councillors re SLT links (with link Councillors)	RCK	Open
27 Jun 2016	28-4	RCK to ensure Admission policies approved are posted onto the website	RCK	Open
27 Jun 2016	28-5	RCK to advise Councillors of the plans for SLT to manage when CBr and GRd leave	RCK	Open
27 Jun 2016	28-6	RCK to ensure Table on page 3 of report is reproduced alongside 2016 results for October meeting	RCK	Open
27 Jun 2016	28-7	RCK to include repeat offender detail in future exclusion data reports	RCK	Open